DENTON INDEPENDENT SCHOOL DISTRICT

2011-2012

STUDENT HANDBOOK

and

STUDENT CODE OF CONDUCT

Este Manual Escolar y Código de Conducta de Alumnos completo está disponible en español. Pregunte en la administración de su escuela si le interesa obtener un ejemplar en español.

You have the right to a danger-free school
You have the right not to be bullied in school
You have the right to a drug-free school
You have the right to remain in a safe school

These are your rights!

Choose to Care

Choose To Care is a means to report safety and security concerns of all kinds and is available for use by students, parents, and staff

If you know about something that could harm you or someone you know, report it to your teacher, counselor or principal. But, if reporting what you know is something you are not comfortable with, you can report it on-line. Choose To Care is safe, secure, and confidential. And, you can do this anonymously. Help is just a click away:

www.choosetocare.com

What? No computer access? Call toll-free: 1-877-277-3812

Remember, Choose To Care is a means to report safety and security concerns of all kinds and is available for use by students, parents, and staff.

2011-2012
DENTON INDEPENDENT SCHOOL DISTRICT

Student Handbook
and
Student Code of Conduct

Approved by DISD Board of Trustees
June 28, 2011

MISSION STATEMENT
. . . in pursuit of excellence . . .

The mission of the Denton Public Schools, in partnership with the home and community, is to provide the best educational opportunities in a challenging yet supportive environment where individuals and cultural diversity are respected so that our students become knowledgeable and responsible citizens who are capable of life-long learning and who have developed the necessary skills to contribute productively to a complex and ever-changing world.

The Denton Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

Title IX Coordinator:
Mr. Jamie Wilson, Deputy Supertintent
1307 N. Locust Street
Denton, TX 76201
940-369-0032

Section 504 Coordinator:
Melanie Lewis, Director of Counseling Services
1307 N. Locust Street
Denton, TX 76201
940-369-0160

Title II & Title IX Coordinator:
Mr. Dennis Stephens, Executive Director of Human Resources
1307 N. Locust Street
Denton, TX 76201
940-369-0040

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Internet Resources

The following websites on the Internet can provide valuable information regarding the contents of this document.

www.dentonisd.org

Website of the Denton ISD. All Board Policies can be accessed through the District webpage by clicking “Board Policy Online” www.dentonisd.org

www.tea.state.tx.us

Website of the Texas Education Agency. The Texas Education Code (TEC) can be accessed in the section titled “School Law and Rules”

www.capitol.state.tx.us/statutes/petoc.html

The Texas Penal Code provided by the Texas Legislature

PREFACE

Dear Parent and Student:

The Student Handbook and Student Code of Conduct are designed to provide each family with information about the procedures that your school and your school district follow. Changes in policy that affect these documents will be shared through school newsletters and other parent and student communications (available both printed and electronically). We believe that these documents are useful references for your family.

The district requires that the school receive a signed statement from each student's parent that the Student Handbook and Student Code of Conduct have been received and reviewed. Please review the materials and return the form to your child's school.

We encourage each parent to become an active member of the educational team. We hope that parents will take time to get to know their child's teachers and principal.

Our community has created a quality school system for our students. The investment that parents and the community have made combined with our district's outstanding teachers and staff make a strong learning environment for students.

Sincerely,

Ray E. Braswell, Ph.D.
Superintendent of Schools
1307 N. Locust St.
Denton, TX 76201
940-369-0002

2011-2012 Campus Directory

High Schools

Denton High School
1007 Fulton
Denton 76201
369-2000

Fred Moore High School
815 Cross Timbers
Denton 76205
369-4000

Guyer High School
7501 Teasley Lane
Denton 76210
369-1000

Ryan High School
5101 E. McKinney
Denton 76208
369-3000

Sarah and Troy LaGrone
Advanced Technology Center
1504 Long Road
Denton 76207
369-4850

Middle Schools

Calhoun Middle School
709 Congress
Denton 76201
369-2400

Crownover Middle School
1901 Creekside
Corinth 76210
369-4700

Harpool Middle School
9601 Stacee Ln.
Argyle 76226
369-1700

McMath Middle School
1900 Jason Drive
Denton 76205
369-3300

Navo Middle School
1701 Navo Road
Aubrey 76227
972-347-7500

Strickland Middle School
324 Windsor
Denton 76209
369-4200

Alternative Campus

Davis School
1125 Davis
Denton 76205
369-4050

Joe Dale Sparks
410 South Woodrow Lane
Denton 76205
349-2468

Elementary Schools

Blanton Elementary
9501 Stacee Ln.
Argyle 76226
369-0700

Borman Elementary
1201 Parvin
Denton 76205
369-2500

Cross Oaks Elementary
600 Liberty
Crossroads 76227
972-347-7100

Evers Park Elementary
3300 Evers Parkway
Denton 76207
369-2600

Ginnings Elementary
2525 N. Yellowstone Place
Denton 76209
369-2700

Hawk Elementary
2300 Oakmont
Corinth 76210
369-1800

Hodge Elementary
3900 Grant Parkway
Denton 76208
369-2800

Houston Elementary
3100 Teasley Lane
Denton 76205
369-2900

Lee Elementary
800 Mack Drive
Denton 76209
369-3500

McNair Elementary
1212 Hickory Creek Road
Denton 76210
369-36001212

L A Nelson Elementary
3909 Teasley Ln.
Denton 76210
369-1400

Eugenia Porter Rayzor Elementary
377 Rayzor Road
Argyle 76226
369-4100

Newton Rayzor Elementary
1400 Malone
Denton 76201
369-3700

Paloma Creek Elementary
1600 Navo Rd.
Aubrey 76227
972-347-7300

Pecan Creek Elementary
4400 Lakeview Blvd.
Denton 76208
369-4400

Providence Elementary
1000 FM 2931
Aubrey 76227
369-1900

Rivera Elementary
701 Newton
Denton 76205
369-3800

Wayne Stuart Ryan Elementary
201 W. Ryan Road
Denton 76210
369-4600

Savannah Elementary
1101 Cotton Exchange Dr.
Aubrey 76227
972-347-7400

Stephens Elementary
133 Garza
Shady Shores 76208
940-369-0800

Wilson Elementary
1306 E. Windsor
Denton 76209
369-4500

Ann Windle School
for Young Children
901 Audra Lane
Denton 76209
369-3900

Emilio “PoPo” &
Guadalupe “Lupe” Gonzalez
School for Young Children
1212 Long Road
Denton 76207
369-4360

What's New and Important for 2011-2012?
Some Frequently Asked Questions and Important Things to Know

Please note: **See Page 29 for important DRIVER'S LICENSE INFORMATION**

What options are available for receiving a copy of the Student Handbook/Student Code of Conduct?

The Student Handbook/Student Code of Conduct is available on-line at **www.dentonisd.org** or you may request a printed copy. See page 4 for the Student Handbook/Student Code of Conduct Acknowledgement form.

How many absences are too many?

State law requires that a student be present 90% of the days a class meets in order to receive credit. In high school classes that are blocked and meet every other day, a student with more than 4 unverified absences in the fall semester or 5 unverified absences in the spring semester will lose credit in that class. Middle school and elementary school students, whose classes meet every day, lose credit if they have more than 8 absences in the fall semester or 10 unverified absences in the spring semester. In addition, truancy charges may be filed with the appropriate court when a student has 4 or more unverified absences (all or any part of a day) in a one-month period, or 10 or more unverified absences in a six-month period. Please see section titled **ABSENCES** for additional information.

What should I do about this "directory information"?

Please refer to page 6 of this handbook for a description of what constitutes "directory information" for your child.
NOTE: If you do not want all or part of this list released as public record when requested as the law requires, please sign and return the Notice to Parents: Release of Directory Information no later than one week after receiving the Student Handbook and Student Code of Conduct.

What's the deal with the new nutrition guidelines? Does this mean I can't take cupcakes to school for my child's birthday?

Please review page 31 of this handbook to see all of the new state and federal nutrition guidelines. The availability of Foods of Minimal Nutritional Value (FMNV) has been severely restricted. The Texas Department of Agriculture (TDA) regulates child nutrition programs and issued the following clarification on August 26, 2004.

TDA recognizes that celebrating student birthdays with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Foods otherwise restricted by the policy are permitted in classroom student birthday parties. It is recommended such parties be scheduled after the end of the lunch period for the class so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

What are meal prices for 2011-2012?

Breakfast:		Lunch:	
Elementary	1.10	Elementary	2.50
Middle School	1.35	Middle School	2.75
High School	1.35	High School	2.75
Adults/Guests	1.60	Adults/Guests	3.00

What's this I hear about secondary students being allowed to bring their personal communication devices or laptops to school?

If you are in the 6th through 12th grade you can bring your laptop or wireless device to use in class with your teacher's and the principal's approval. But there is a catch you need to be aware of before you bring your laptop or wireless device. You will need to give your password and username to the Campus Technology Specialists on your campus and you have to be sure that you have read and signed the student AUP. This is our chance to show that we are responsible students who really want to learn the most up to date information.

What about the use of metal detectors at the District's secondary schools?

The District employs both walk-around and hand-held metal detectors at the District's secondary schools. The purpose of these devices is to provide for a higher level of safety for students and staff. Walkthrough detectors are used regularly on a random basis throughout the year. The hand held detectors are used after an alert is sounded by the walk-through device to pinpoint the location of the item that is triggering the detector.

What is the District's stance on early release due to inclement weather or emergency events?

For a variety of safety and practical reasons, it is not the practice in Denton ISD to have unscheduled early closings due to emergency events - many children would be delivered to homes with no adult present, bus drivers might not be able to come in early to drive, parents who work at longer distances might have difficulties getting home or making appropriate child care arrangements, etc. Parents may, however, choose to pick up their children from school at any time during a critical event, as long as usual safety procedures are followed.

What if I've got a question that isn't asked here?

Contact the office of the Deputy Superintendent at 940-369-0032.

STUDENT HANDBOOK / STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT

Dear Student and Parent:

As required by state law, the Denton Board of Trustees has officially adopted the Student Handbook / Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

For each of the attached pages, student and parent should sign in the spaces provided.
Please return the signed pages to the student's school.

Thank you.

Dr. Ray Braswell
Superintendent of Schools

We acknowledge that we have received a copy of or viewed online, the Denton Independent School District (Denton ISD) Student Handbook / Student Code of Conduct for the 2011-2012 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

❒ I CHOOSE TO ACCESS THE ELECTRONIC FORM OF THE STUDENT HANDBOOK / STUDENT CODE OF CONDUCT ON-LINE AT **www.dentonisd.org**.

❒ I REQUEST TO RECEIVE A PRINTED HARD COPY OF THE STUDENT HANDBOOK / STUDENT CODE OF CONDUCT. I understand that the campus will forward a copy to me as quickly as possible upon receipt of this request.

Failure to sign and return this form does not exempt me/us from compliance with the laws, policies, rules and regulations of the State of Texas or of the Denton Independent School District.

Date	Name of School	Grade

Printed Name of Student	Signature of Student
Printed Name of Parent / Guardian	Signature of Parent / Guardian

2011-2012
Statement of Receipt

Student Name _____
Last *First*

Teacher Name _____

The Denton Independent School District annually provides for signed statements by the student and parent that they have received and reviewed a copy of the Student Handbook and Student Code of Conduct. Included in the Student Code of Conduct is the district's *Electronic Communication Acceptable Use and Data Management Acceptable Use Policy*. (See page 102) After reviewing this information together, the parent and student should sign the form below.

"We (student and parent) have received and reviewed the Denton Independent School District Student Handbook and Student Code of Conduct. We understand that we are expected to become familiar with the policies, procedures, and consequences explained in these documents. We understand that the student will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored/school related activities, including school-sponsored travel, and for any school-related misconduct regardless of time or location. We understand that any student who violates the Student Code of Conduct will be subject to disciplinary action. We understand that a lack of knowledge of the policies listed in the plan will not be an acceptable defense in the event of a policy violation."

I understand that in science courses, grades 6-12, my child will be required to identify, use, and apply all laboratory safety procedures and guidelines and to successfully complete a safety assessment. Students will receive detailed information regarding specific safety procedures as they apply to each individual course. Students will also be held accountable for their behavior during laboratory activities and must take precautions for their own safety as well as the safety of their peers.

"I have read the Acceptable Use Policy with my child. We have discussed it together and he/she understands that these expectations apply to the use of the district's computers, telephones, and any other communication technology that is used at school. I understand that the Internet will be used in class activities and that safeguards are being taken to minimize the chance of accessing inappropriate materials. I know that all students will be expected to follow specific directions regarding the use of the Internet whether during class or during leisure time. I further understand that should my child deliberately access a site that is unacceptable for a given assignment or access a site without prior permission, he/she will be referred to an administrator."

"We further understand that school counselors will assume consent to work with students unless otherwise requested not to in writing."

Please sign, detach, and return to school within one (1) week of enrollment.

_____
Student's Name (Printed)

_____
School and Grade Level

_____
Signature, Parent or Guardian

_____
Signature, Student

_____
Date

2011-2012 Statement of Receipt
Please sign, detach, and return to school within one (1) week of enrollment

Notice to Parents: Release of Information*

Student Name _____
Last *First*

Teacher Name _____

2011-2012 Notice of Disclosure of Student Directory Information

Each year Denton ISD must notify parents and students concerning disclosure of student directory information under the Family Educational Rights and Privacy Act, which gives parents the right to privacy of student record information, (FERPA) is a federal law, which applies to public schools and state or local education agencies that receive federal educational funds.

Parents must make a decision and inform the District as to whether they consent or do not consent to the release of directory information.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. **If you do not want Denton ISD to release directory information from your child's educational records without your prior written consent, you must notify the district in writing within one week of enrollment by submitting this form.**

Denton ISD has designated the following information as directory information:

- Student Name
- Telephone Number
- Date and place of birth
- Degrees
- Major Field of Study
- Most recent Educational Institution Attended
- Participation in officially recognized activities and sports
- Weight and Heights of Athletic Participants
- Address
- E-mail address
- Photograph
- Honors and Awards Received
- Dates of Attendance
- Grade Level

☐ **I object to the release of ALL directory information.**

Please Note: If you have objected to the disclosure of directory information, **Denton ISD will not be able to include your childs' photo/information in student directories, student yearbooks, or district publications (such as athletic game programs, concert programs, commencement programs, group or individual photos, cable news segments, DISD website, broadcast or print media or district press releases to broadcast media, newspapers, or other publications).**

Throughout the course of the school year, DISD will do a survey with questions concerning student drug use and campus safety. The district will use the information to improve both campus safety and substance abuse programming.

☐ **I object to my child participating in the survey concerning student drug use and campus safety.**

FOR HIGH SCHOOL STUDENTS ONLY:

Release of information to Military Recruiters or Institutions of Higher Education

I also understand that to be in compliance with the No Child Left Behind Act of 2001, the district will release to military recruiters and institutions of higher learning, upon request, the name, address, and telephone listing of my child, unless I direct the district not to release the information without my prior written consent. This objection must be filed with the principal within 10 school days of my child's first day of instruction for the school year.

☐ **I object to the release of my student's name, address, and telephone number to a military recruiter.**

☐ **I object to the release of my student's name, address, and telephone number to an institution of higher learning.**

Please sign, detach, and return to school within one (1) week of enrollment if objecting to release of student information.

Student's Name (Printed) _____ Signature, Parent or Guardian_____

School and Grade Level _____ Date _____

2011-2012 Notice to Parents: Release of Directory Information

Please sign and return only if objecting to release of student information.

The Denton Independent School District Student Handbook, hereinafter referred to as the District, is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Denton Independent School District Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a section in this handbook, posted at www.dentonisd.org, and available in the principal's office of each campus.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of the Student Handbook, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact your child's campus.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.dentonisd.org .

The rules in this handbook have been approved by the Denton ISD Board of Trustees.

Denton ISD elementary and secondary schools are accredited by the Texas Education Agency and the Southern Association of Colleges and Schools.

Section I:
Required Notices and Information for Parents

SECTION I:
REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Denton Independent School District Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Denton Independent School District does not discriminate on the basis of race, color, national origin, disability, age, sex (gender), or religion in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
  Mr. Jamie Wilson, Deputy Superintendent
  1307 N. Locust Street
  Denton, TX 76201
  940-369-0032

  Mr. Dennis Stephens, Executive Director of Human Resources
  1307 N. Locust Street
  Denton, TX 76201
  940-369-0040

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
  Mrs. Melanie Lewis, Director of Counseling Services
  1307 N. Locust Street
  Denton, TX 76201
  940-369-0160

- ADA Coordinator, for concerns regarding discrimination on basis of building/facility access.
  Mr. Paul Andress, Director of Maintenance
  230 N. Mayhill Rd.
  Denton, TX 76208
  940-369-0200

- All other concerns regarding discrimination:
  Dr. Ray Braswell, Superintendent of Schools
  1307 N. Locust Street
  Denton, TX 76201
  940-369-0002

PARENTAL INVOLVEMENT

Working Together

Policies GKG, BQA, BQB, BDF, EHAA, FFA, BED

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, see policies at GKG and contact your child's school]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Mr. Jamie Wilson, Deputy Superintendent.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council]
- Attending board meetings to learn more about district operations. [See policy BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Policy EF (LEGAL)

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

Policies EF, FFAA

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Displaying a Student's Artwork and Projects

As a parent, you have a right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal

cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

Policy EC (LEGAL)

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Excusing a Student from Reciting a Portion of the Declaration of Independence

Policy EHBK (LEGAL)

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Requesting Notices of Certain Student Misconduct

Policy FO (LEGAL) and DISD Student Code of Conduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

Requesting Transfers for Your Child

Policy FDB, FFI (LOCAL), FDB (LEGAL and LOCAL)

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the campus principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the campus principal for information. [See policy FDB.]
  [See Bullying on page 30, and policy FFI (LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child

attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD (LOCAL).]

- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

Policy FDB (LEGAL)

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus., if the appropriate grade level for the transferring student is offered on that campus. For more information, see Special Programs on page 77 and contact the office of the Executive Director of Special Education at 940-369-0000.

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the office listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services

that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.*

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is: the Executive Director of Special Education at 940-369-0136.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Procedural Safeguards—Rights of Parents of Students with Disabilities

Policy FDB (LOCAL)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus administrator at 940-369-0000. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is selected by each individual campus under the director of the Director of Federal Programs. Please contact each individual campus for information.

Student Records

Policies FNG (LOCAL), FL (LOCAL)

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all educational records pertaining to student performance, including grades, test results, and disciplinary records, are considered confidential. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 1307 North Locust Street, Denton TX, 76201

The addresses of the principals' offices are on page 2 of the Denton Independent School District Student Handbook.

A parent (or eligible student) may inspect the student's records and request a correction if the

records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the campus principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL).

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL (LOCAL) is available from the principal's or superintendent's office or the district's website www.dentonisd.org
The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Although Denton ISD policies comply with requirements of the Family Educational Rights and Privacy Act (FERPA), parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Success Initiative

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

The SSI grade advancement requirements apply to the grade 5 mathematics and reading tests and the grade 8 mathematics and reading tests. as specified by these requirements, a student may advance to the next grade level only by passing these tests or, if the parent appeals, by unanimous decision of his or her grade placement committee (GPC) that the student is likely to perform at

grade level after accelerated instruction.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A GPC, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the student needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained. However, if the parents appeal the retention, the GPC may choose to promote the student if all members agree that the student is likely to perform on grade level with additional accelerated instruction and if the student completes the required accelerated instruction.

Students subject to SSI requirements include those served by special education. The ARD committee will determine which assessment is appropriate for the individual student in each SSI content area and grade level and will make all decisions involving accelerated instruction and promotion.

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year [See the "Notice to Parents: Release of Information" found on page 6 of this handbook.]

Directory Information for School-Sponsored Purposes

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed on the Release for Information form (see page 6).

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide

this information to military recruiters or institutions of higher education.

Bacterial Meningitis

Texas Legislature, SECTION 1. Subchapter Z, Chapter 51, Education Code is amended by addition of Section 51.9191

State law specifically requires the district to provide information regarding Bacterial Meningitis to students and parents. Information can be found at http://www.dshs.state.tx.us/schoolhealth/pdf/SB_31_meningitis_english.pdf

- **Where can you get more information?**

  Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov, and the Department of State Health Services, http://www.dshs.state.tx.us/.

Section II: Information for Students and Parents

SECTION II:
INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the campus administration at your child's school.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

Policy FEA (LEGAL)

State law requires that a student between the ages of six and 18 shall attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Enrollment in a GED program does not meet the requirements for compulsory attendance unless participation in GED program is court-ordered.

A student who voluntarily attends or enrolls after his or her 18th birthday, or who is enrolled in pre-kindergarten voluntarily by his/her parent/guardian is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance

law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and/or his/her parent(s), if a school-aged student is deliberately not attending school. A complaint against the parent, "Contributing to Non-Attendance", or against the student, "Failure to Attend" may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or

- Is absent on three or more days or parts of days within a four-week period.
  If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA (LEGAL)]

Attendance for Credit (Secondary)

Policies FED, FEB, FNG (LOCAL)

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

  Extenuating circumstances may include:
  - Personal illness
  - Serious illness of an immediate family member
  - Funeral of an immediate family member
  - Student's health related services
  - Family emergencies or unforeseen instances requiring immediate attention
  - Family/individual counseling or therapy
  - Religious holy days and travel time
  - Authorized school-sponsored activities
  - Weather and road conditions making travel dangerous
  - Quarantine
  - Participation in a substance abuse rehabilitation program
  - Court related or child abuse/neglect investigation
  - Suspension
  - Juvenile detention or court proceedings
  - Approved College visitation for high school Juniors and Seniors

The principal may review reasons other than those listed above.

The student or parent may appeal the committee's decision by filing a written request with the superintendent's designee in accordance with policy FNG (LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Absences

When a student is absent, parents are asked to call the school by 10 A.M. on the first day of the absence. **Regardless of telephone contact**, the parent/guardian needs to ensure a note is in the school's office, **within 72 hours of returning to school,** explaining the reason for the absence. Failure to provide a note will result in the absence being recorded as unverified. **If a student is at school at 10:00 a.m., the child is considered present for ADA purposes only.**
According to Compulsory Attendance Law, an accumulation of three (3) unexcused absences in a 4-week period or ten (10) unexcused absences in a 6-month period may result in the issuance of

a district attendance warning letter, and possible future court action.

While elementary attendance is taken once a day, middle and high schools' attendance is recorded on a period-by-period basis. A student will be counted tardy if he/she is not in the classroom when the class starts. Excessive tardiness at all levels may become a matter for the attendance officers. These are called Loss of Significant Instructional Time (LOSIT) and are prosecutable in court the same as the unexcused absences.

If a student has a medical appointment and attends any part of the school day either before or after the appointment and submits a doctor's note upon his/her return the absence will not count against him/her.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. While phone calls and e-mails are very much appreciated, they will not be accepted as official documentation to excuse an absence. All written/dated/signed notes must be turned in within 72 hours (3 days) from the student's return from his/her absence.

Doctor's Note After An Absence for Illness

Policy FEC (LOCAL)

Upon returning to school, a student absent for five or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (LOCAL).]

The campus attendance committee and/or the court may require a doctor's note for student's absence.

Excused Absences for College Visits

Students may be excused from attending school to visit an institution of higher education for up to two days during a student's junior year, and up to two days during a student's senior year of high school for the purpose of determining a student's interest in attending the college or university. Absences excused pursuant to this section will count as days of attendance if the student follows the appropriate high school/college visit verification procedures, and the student makes up missed school work within the allotted time frame.

Tardiness

Excessive absences and/or tardiness will be reviewed by campus attendance committees for further action. Students who violate Compulsory Attendance Laws may be referred for court action.

Driver License Attendance Verification

To obtain a driver's license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the designated office on their campus.

IMPORTANT DRIVER'S LICENSE IMPLICATIONS — All students who desire to obtain or renew a Texas Driver's License or Learner's Permit must obtain a Verification of Enrollment form. These forms are available at each campus. According to Texas state law, students must be present at least 90% of the days met in each class in order to be eligible to receive or renew a driver's license. Students must present a valid VOE (Verification of Enrollment) form at the Texas Department of Public Safety Driver's License Office prior to receiving or renewing a license.
This form is issued by the school and verifies the student's enrollment and 90% attendance in the most recently completed fall or spring semester of school. Students with attendance of less than 90% in ANY CLASS CAN NOT BE ISSUED A VOE FORM. Without this form, it is not possible to renew or receive a Texas driver's license.

ACADEMIC PROGRAMS

Policy EIF

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices

Students and parents are encouraged to talk with a school counselor, teacher or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information, see the principal or counselor.

AFTER SCHOOL PROGRAMS

The Denton Independent School District is working to provide the best possible after-school program for all of our elementary students. Our Extended School Day programs allow elementary students to remain at the school (between 3-6 p.m. Monday-Friday) in a structured program that provides academic, enrichment and recreational activities. This is an ideal situation for working or busy parents. For information about the Extended School Day program, please contact the Community Education Department at 940-369-0080 or 940-369-0091.

BICYCLES AND SKATEBOARDS

Please make sure that your child crosses the street at the crosswalks. In addition, students should also walk their bicycles at the crosswalks and on school grounds. Students are encouraged to wear an approved bicycle helmet while riding their bicycle. All bicycles must be locked and kept at the bicycle racks. No skateboards, scooters, skates or shoes with skates will be allowed on campus or in the buildings.

BULLYING

Policy FFI (LOCAL)

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment. Students who participate in bullying will receive appropriate disciplinary consequences. Information regarding the district's Anti-Bullying program is available from the Director of Guidance and Counseling. You may also visit the Counseling Services department's website by clicking "Department" on the Denton ISD homepage, and look for the Bullying Prevention link in the left hand column.

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft or valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred.

Upon request of a parent or other person with authority to act on behalf of a student who is the victim of bullying, the Board's designee shall transfer the victim to another classroom at the campus to which the student was assigned at the time the bullying occurred or a campus in the

school district other than the campus to which the student was assigned at the time the bullying occurred after verifying that the student has been a victim of bullying. A student's past behavior may be considered when identifying a bully. The determination of the Board's designee is final and may not be appealed. Transportation of transfer students under this provision is the responsibility of the parent.

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. To apply for free and reduced- price meals, please contact the Denton ISD Child Nutrition Office at 369-0270.

The schools serve delicious hot lunches and a la carte items daily. Students may pay for lunches on a daily basis or place their money in their student account in the cafeteria. One lunch may be charged, if necessary; after this, a cheese sandwich and milk will be offered instead of a hot lunch until the charge has been paid. Breakfast is also served before school. A copy of the school menu is available each month in the school office or on the district website.

Meal Prices

Policy CO (LEGAL)

Breakfast		Lunch:	
Elementary	1.10	Elementary	2.50
Middle School	1.35	Middle School	2.75
High School	1.35	High School	2.75
Adults/Guests	1.60	Adults/Guests	3.00

Parents can access their student's lunch activity electronically. To register, go to www.parentonline.net. By registering on-line, parents will be able to pay for student meals using a debit or credit card, set up automated payments, combine payments for multiple students, view and print student activity, receive low account balance reminders, and receive immediate email confirmation of the transaction. A minimal processing/transaction fee may apply.

The Texas School Nutrition Policy restricts student access to certain Foods of Minimal Nutritional Value (FMNV) as well as Competitive Foods.

FMNV's are defined as soda water, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies, and candy coated popcorn.

Competitive foods are defined as food and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast

Program, and/or After School Snack Program. Snacks provided by teachers, parents, or sources other than the Child Nutrition Program are defined as competitive foods.

Elementary schools are prohibited from providing students access to FMNV's and competitive foods at any time during the normal school day.

Middle schools are prohibited from providing students access to FMNV's and competitive foods until the end of the last lunch period.
High schools are prohibited from providing students access to FMNV's and competitive foods during the times and in the locations school meals are served.

Exemptions to this policy are limited to school nurses, accommodating special needs students according to the student's Individualized Education Plan, and up to three different events each school year to be determined by the school principal as part of the official campus calendar. During these three events, FMNV's and competitive foods may not be served to students during meal times in areas where school meals are being served or consumed.

This policy does not restrict what parents may provide for their own child's lunch or snacks. Celebrating student birthdays with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents, and teachers. Foods otherwise restricted by the policy are permitted in classroom student birthday parties. It is recommended such parties be scheduled after the end of the lunch period for the class so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

CAREER AND TECHNOLOGY PROGRAMS

The district Career and Technical Education Division offers nine career academies: Engineering, Electrical/Electronic Engineering, Visual Arts & Communication, Computer Technology, Advanced Applied Technology, Business/Marketing & Finance, Pre-Law/Protective Services, Personal Services and Education Internship. Student admission to the advanced programs is based on grades, attendance, behavior, and teacher recommendations. Denton ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse. As a parent, it is important for you to be aware of the warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct

harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references of pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be indirect than disclosures of physical abuse, and it is important to be calm and comforting if you child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention and early Intervention/Programs Available In Your County/defa.ult.asp.

The following Web sites might help you become more aware of child sexual abuse:

http://www.tea.state.tx.us/index.aspx?id=2820
http://sapn.nonprofitoffice.com/
http://www.taasa.org/member/materials2.php
http://www.oag.state.tx.us/AG Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG Publications/txts/childabuse2.shtml

Reports may be to:
The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at http://www.txabusehotline.org).

CLASS RANK / HIGHEST RANKING STUDENT

Policy EIC Legal and EIC Local

Each District high school shall have a valedictorian and a salutatorian. Candidates for the honor of valedictorian and salutatorian must be in attendance at the awarding high school for the entire school year in which the honor is bestowed, reasonable and ordinary absences excepted. Candidates must be classified as senior(s) during both the fall and spring semesters of the graduating and awarding year. Alternatively, individuals who will not be classified as senior(s) during both the fall and spring semesters of the graduating and awarding year may qualify and

become eligible for the honor of valedictorian and salutatorian by filing a written declaration of intent to graduate, with the building principal, on or before the tenth day of school. Calculation and determination of the valedictorian and salutatorian shall be made based upon the highest and next highest grade point average, respectively, as of the close of school, seven days before the last regular day of attendance for seniors. In the event of ties, there shall be multiple valedictorians and multiple salutatorians. The method by which the grade point average will be calculated shall be the same for all candidates.

In reviewing the GPA policy passed by the Denton ISD Board of Trustees, and in studying the established intent of the policy, the following administrative regulations shall apply:

The policy passed by the Board states that "the highest grades and grade points in four courses in language arts and social studies, four courses in science which must include one each in biology or environmental science, chemistry, and physics, four courses in math, and two courses in foreign language" [World Languages] will be calculated. The intent of the policy was to establish a clear and consistent process for determining which courses would be used in earning grade points and in determining rank in class. In studying this issue, it is clear that the process for calculating the rank in class for a student and in determining a student's grade point average will vary depending on the year of calculation and on where a particular student is in completing his or her course of study. For purposes of making this process understandable, a student will carry an earned grade point average (GPA for courses completed within the prescribed board approved courses divided by the courses attempted) and a ranking GPA (GPA process that is the same for all students and is used to calculate the final rank in class). For this process, each should be examined differently.

Earned GPA – This GPA simply takes the courses completed within the defined allotment of 18 courses or 36 semesters and divides by the number of attempts. For a freshman who takes one course in each of the core areas of language arts, math, science, social studies, and world languages, the earned GPA would be the number of grade points earned divided by the 10 semesters taken. For the freshman who takes one course each in the areas of language arts, math, science, and social studies, the earned GPA would be the number of grade points earned divided by the 8 semesters taken. It is necessary to calculate an Earned GPA because it would not be feasible to use a divisor of 18 courses or 36 semesters until the senior year. It also would not be feasible to assume a standard divisor for each year, because not all students take the prescribed courses in the same order, sequence, or year. The Earned GPA shall be used both for reporting and ranking purposes until a final ranking GPA using a standard 36 semesters is utilized in the senior year. For transcript purposes the Earned GPA shall be the recorded GPA.

Ranking GPA – This is the calculation that will be used to determine a final rank in class. Because of the confusion the terms Earned GPA and Ranking GPA, the Ranking GPA will be referred to as a Ranking Index. The final rank in class for graduating seniors will be determined by using a consistent process that will be applicable to all students. As stated above, the Board approved 18 courses/36 semesters that would be used in determining class rankings. The intent of the Board was to encourage students to complete a rigorous course of study. The final Ranking Index for all students will be calculated using the grade points earned within the allowable 18 courses (36 semesters) and a constant divisor of 36 (representing the Board approved courses). For example,

for a student who completes a rigorous course of study including all 36 identified semesters, the Ranking Index is calculated using total grade points in 36 semesters divided by 36. For another student who completes only 30 of the identified semesters Ranking Index is calculated using total grade points earned in those 30 semesters divided by 36. Thus, a student who is successful in the more rigorous curriculum will have a higher Ranking Index than a student who, although successful in the courses taken (as indicated in the Earned GPA), has not completed the Board approved recommended course of study. This process is used only in determining the final rank in class. The Ranking Index will always use the same 36 semesters as the divisor. Again, please remember that the Ranking Index becomes the final determiner of the official rank in the class for graduating seniors. Preliminary rankings for students in the freshman, sophomore and junior classes will be based on the Earned GPA. While the Ranking Index will be calculated and monitored throughout the traditional four-year high school program, the index will be used only to determine the final rank in class.

Special Note: Recently, the Board of Trustees adopted a new policy regarding students ranked in the top 10% of their senior class. Only students who have completed the course work for the Distinguished Achievement Program are eligible for graduating honors and for designation as graduating in the top 10% of the senior class.

Transfer Courses – While the policy does not specifically identify a process for handling transfer courses, the policy is clear in stating that "foundation courses will be calculated whether the student took the class during the regular school year, in summer school, by correspondence, by course exam, or by dual enrollment." The intent is clear that foundation courses transferred in from other public schools would be counted as part of the established 18 courses (36 semesters). For states or schools that do not use numeric grades, a conversion process will be established. Additionally, the only Honors, Pre-AP, or AP transfer courses that will be recognized for weighted points will be those courses that also carry weighted points for Denton ISD students. Final determination of how transfer courses will be counted for GPA is calculated by the Superintendent of Schools or designee.

Ties – The philosophical change in the way rank is calculated creates the potential for many students to share the same ranking index. The fact that many students could be tied throughout the system is recognized as one of the strengths - not weaknesses of the system. Internally, there is no desire or need to break ties merely for the sake of breaking ties. Externally, in the case of scholarships or college admissions, there may be the need or requirement on the part of the external agency to break ties. For this purpose, a procedure to address ties is needed. Since the actual ranking index is based on a specific set of core or foundation courses, it is appropriate to use the grades in these same courses in addressing ties. The actual numeric grades within the approved courses being used in the calculation of the Earned GPA and/or Ranking Index will be averaged and used to break ties as needed. In the event two or more students have the same Earned GPA and/or same Ranking Index and the same numeric average over the established courses, no further tiebreakers will be utilized and the students will be considered officially tied. Again, ties will be addressed only as required for external uses. Students with the same ranking index will be considered tied for Denton ISD recognition purposes.

Conversions – As grades are received from non-Denton ISD institutions, it may become necessary to convert grades from colleges, exams, public or private schools to the Denton ISD system. Since the systems used at outside institutions vary, different conversion methods may be needed. The district shall always encourage the non-Denton ISD institution to supply numeric grades based on our system; however, in the event numeric grades are not provided, the following conversions shall apply to these specific situations:

Conversion of University Letter Grades – Universities typically use standard letter grades without the use of + (pluses) or – (minuses). These grades will be easy to use in the assignment of grade points unless it becomes necessary to break ties. Since the approved GPA policy calls for university level courses to carry honors GPA, this numeric conversion shall apply if needed:

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor for further information about the application process and deadlines.

CLOSED CAMPUS

Students are not allowed to leave the school campus during the school day. Students who leave campus during the school day are in violation of the Student Code of Conduct. The campus principal may allow students to leave campus with parental consent and notification.

COLLEGE CREDIT COURSES

Policy EHDD

In addition to the programs offered by the district, students in grades 9–12 may earn college credit from institutions of higher learning in partnership with the local district. Dual Credit partnerships have been established between Denton ISD and **NCTC**, **TWU**, and **UNT**. To be eligible to enroll and be awarded credit toward state graduation requirements, a student shall have the approval of the high school principal or other school official designated by the District (EHDD).

Procedures vary for each of our partners. **Students must meet with their High School Counselor to determine eligibility, select approved courses, and complete the dual credit application form for any dual credit course.** All expenses associated with Dual Credit are the responsibility of the student. Upon completion of dual credit course work, the student must submit the college transcript to the counseling office. All dual credit grades are posted on the high school transcript.

NCTC may offer some dual credit courses at the Denton ISD Advanced Technology Center. Call the ATC for more information and speak with your campus counselor about enrollment procedures.

Some **TWU** dual credit courses are taught during the school day on Denton ISD High School campuses — see your counselor for details.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMPLAINTS AND CONCERNS

Policy FNG (LOCAL)

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website www.dentonisd.org

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the assistant superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Radios, CD Players, Other Electronic Devices and Games, and Cell Phones

Policy FNCE

Pre-K – 12th Grade:

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Pre-K – 5th Grade:

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms, hallways or restroom areas at any time while at school is strictly prohibited. Campuses may require students to store individual cell phones in school issued lockers. Any disciplinary action will be in accordance with the Student Code of Conduct. The District prohibits students from using paging devices, cell phones, or any other telecommunications device during the school day. Paging devices, cell phones, or any other telecommunication device shall not be in use, visible, or audible. Students who violate this policy shall be subject to established disciplinary measures. Cell phones may not be used during school hours. School hours are to be determined by the campus principal or designee. District employees shall confiscate any paging devices, cell phones, or other telecommunications devices in use, visible, or

audible found on school property during school hours. Confiscated paging devices, cell phones, or telecommunications devices may be returned to the parent after a payment of a $15.00 administrative fee is received. In the event of repeat offenses, the device will be returned at the end of the semester after payment of a $15.00 administrative fee. This handbook serves as notification that the school will dispose of any confiscated telecommunications devices, including pagers and cell phones, 10 business days after the end of each semester if no claim is made and no fee is paid. The school assumes no responsibility for lost or stolen electronic or telecommunications devices confiscated in accordance with school policy.

Grades 6-12:
Please refer to the Acceptable Use Policy for appropriate use guidelines for cell phones, laptops and approved web enabled devices. The school reserves the right to collect any web-enabled device that is not being used appropriately or that is not being used for an approved academic purpose as determined by the principal. Confiscated paging devices, cell phones, telecommunications devices, laptops or web enabled devices may be returned to the parent after a payment of a $15.00 administrative fee is received. In the event of repeat offenses, the device will be returned at the end of the semester after payment of a $15.00 administrative fee. This handbook serves as notification that the school will dispose of any confiscated paging devices, cell phones, telecommunications devices, laptops or web enabled devices, 10 business days after the end of each semester if no claim is made and no fee is paid. The school assumes no responsibility for lost, stolen or broken electronic or telecommunications devices confiscated in accordance with school policy.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Anyone leaving before the official end of the event will not be readmitted.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in secondary grades will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can

also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns,

including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should follow the campus guidelines for an appointment.

Psychological Exams, Tests, or Treatment

Policy FFE (LEGAL), FFG (EXHIBIT)

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

CREDIT BY EXAM—If a Student Has Taken the Course

Policy EHDB

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

CREDIT BY EXAM—If a Student Has Not Taken the Course

Policy EHDB

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. Please contact the counseling office at your school for the dates on which the exams are schedule. A student will earn credit with a passing score of at least 90 on the exam. For more information contact the office of the Director of Counseling Services at 940-369-0160.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

Policy FFH

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Distance Learning

Policy EHDE

Distance learning and correspondence courses includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conference, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that isnot provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

For more information, please see page 21 of the High School Course Catalog & Planning Guide.

Nontraditional courses that are taught through distance learning, online, credit recovery and other alternative methods of earning credit, including TXVSN, are meant to be comparable in length, content and rigor to courses taught in a traditional classroom setting.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website at www.dentonisd.org

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures

Policy FFH (LOCAL), FNG (LOCAL)

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate district officials to whom reports may be submitted.

Investigation of Report

Policy FNG (LOCAL)

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.
[See Directory Information for School-Sponsored Purposes]

Nonschool Materials...from students

Policies FNAA, FNG (LOCAL)

Students must obtain prior approval from the campus principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal has designated specific campus sites as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the ***Student Code of Conduct.*** Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Policies GKDA, DGBA, FNG, GF, GKD (LOCAL), FNAB (LOCAL)

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the office of the Assistant Superintendent for prior review.

The office of the Assistant Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The Denton ISD dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, and provide an environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student. Enforcement of the code is the responsibility of the classroom teachers and administrators. The following guidelines are to assist students and parents in selecting appropriate attire **(as determined by campus administration):**

1. All students are to present a clean, well-groomed appearance at school and school activities.
2. The following items have been determined to be unacceptable for wear at school:
   a. bike pants
   b. bare midriffs
   c. halter tops
   d. tank tops
   e. see-through apparel

f. short shorts
g. mesh/net clothing
h. short skirts
i. pajamas
j. saggy, baggy pants
k. bandanas
l. sunglasses
m. strapless dresses/blouses
n. chains or accessories which can be used as a weapon (such as collars or bracelets with spikes)
o. flip-flops (except in high schools, or as determined by campus administration on all campuses), steel-toed shoes (except in identified CTE classes), house-shoes, slippers, or any other foot-ware deemed inappropriate by campus administration.
p. any make-up, hair color, unnatural cosmetic contact lenses, or accessories which create a disruption
q. any headgear other than part of an approved school uniform
r. tattoos and body art which promote nudity, obscenity, or gang activity must be covered
s. any display of undergarments
t. shirts open at the sides (excessively large armholes)

Examples of unacceptable types of dress are:

u. Ragged or intentionally cut/torn clothing as determined inappropriate by the campus principal or designee.
v. Garments containing offensive or obscene words or phrases, pictures, symbols, or images.
w. Garments which promote or advertise alcohol, tobacco, or other products prohibited at school.

3. All clothing must be sized to fit properly.
4. Accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose cannot be worn at school.
5. The principal, in cooperation with the Campus Leadership Team may add detail to the preceding dress code. The details may be gender specific. The Board, at the recommendation of the superintendent, approves campus dress code details.
6. Campuses may submit proposals concerning school uniforms to the superintendent for submission to the school board for review and approval.
7. On each campus, the principal will have the final say as to the appropriateness of any dress code question.

ENROLLMENT REQUIREMENTS

To enroll a student in the Denton schools, the parent or legal guardian must complete and sign registration forms. The parent or legal guardian must live in the school district. A person who gives a false address can be charged full tuition for the time the parent/guardian was not living in the school district.

PROOF OF RESIDENCE

Parents or legal guardians will be required to document their address by showing legal documents such as lease agreements, contracts, or utility bills. Students must attend the campus in the attendance zone in which the parent/guardian resides unless they have received an approved intra-district transfer. If the student moves within the district, the campus secretary or registrar must be provided a new proof of residency.

PROOF OF AGE

All students must show a copy of their birth certificate or its equivalent.

TRANSFER OF RECORDS

The school will request a copy of a student's records from the previous school attended. If the child was enrolled in a Texas public school, these records should arrive within thirty days. The information will include identification number (either social security number or state number), county-district-campus number, campus name and phone number, sex, ethnicity, date of birth, and current grade level. Most districts will also send grades and standardized test scores. Special education records must be requested separately.

HEAD START PROGRAM

The Denton ISD Head Start Program is a federally funded program for three and four year old poverty level children–it is full day. The program is located at the Ann Windle School for Young Children at 901 Audra Lane. The focus of the program, which follows state and federal guidelines and curriculums, is to increase each student's self concept, developmental skills, and pre-academic skills. To qualify for the program, the student's parents must meet the federal income guidelines established for the program. For additional information, please call 940-369-3900.

PRE-KINDERGARTEN

A student must be four years old on or before September 1, 2011, to be in this program. Also, the student must be limited English-speaking or qualify under low-income guidelines. This is a half-day program. Transportation for the pre-kindergarten program is the responsibility of the parent. Please contact the campus for program availability.

KINDERGARTEN

A student must be five years old on or before September 1, 2011, to be eligible. Full day classes are offered at all elementary campuses.

FIRST GRADE

A student must be six years old on or before September 1, 2011, or have been in the first grade, or completed kindergarten in the public schools of another state before moving to the District.

ALL OTHER GRADES

Students may enroll in grades two through twelve by showing the proper withdrawal records from an accredited private, church, or public school. These records include grades, proof of birth and immunizations. Students who have been enrolled in a non-accredited public, private, church school or have been home-schooled may enroll at the grade level on a temporary basis. The principal makes the final decision about the proper grade placement.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 4 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

NO-PASS, NO-PLAY

Policy FM, FO

Students must meet initial criteria for eligibility at the beginning of each school year. Those criteria are:

Grades 6-9 - Must have been regularly promoted from previous grade. Must have overall average of 70 and grades of 70 or higher in three of four core subjects of English, math, science, and social studies to be regularly promoted.

H.S. 2nd year – Must have earned at least 5 credits.
H.S. 3rd year – Must have earned at least 10 credits.
H.S. 4th year – Must have earned at least 15 credits.

At the end of each grading period (6 weeks), students must pass all classes to maintain or regain eligibility. Students with one or more grades below 70 must be suspended from participation in extra-curricular activities. Students may still practice but cannot participate in competition. Students regain eligibility when all grades are passing and at least three weeks of suspension have been served.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the ***Student Code of Conduct*** or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

FEES

Policy FP

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.

- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed $50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

FUND-RAISING

Policy FJ, GE

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at the beginning of each semester.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

GRADING GUIDELINES

The purpose of the grading system and report cards is to keep students and parents informed about students' progress. Only Board approval will allow exception to the following reporting system:

Kindergarten and First Grade

Standards Based report cards will be sent home every six weeks.

Grades Two through Five

Students are graded on a numerical scale in the major subjects with 100 being the highest grade. A grade of less than 70 is considered failing and qualifies the student for the tutorial program.

Students also qualify for tutoring if their grade average is below 75. Please consult the Elementary School Grade Calculation guidelines included in the appendix of this handbook for clarification on how grades are calculated.

Grades Six through Twelve

Students are graded on a numerical scale in each subject with 100 being the highest grade. A grade of less than 70 is considered failing. Report cards are issued every six weeks. Students in danger of failing will be issued a progress report after the first three weeks of each grading period.

Report cards are issued at the end of each reporting period.

Middle School and High School

Parents will be provided access to their students grades and attendance via the Internet using the District's Gradespeed program. Details on how to access this system will be provided to parents through handouts sent home with students and through PTA newsletters. Please contact your child's campus for details on how to use the Gradespeed system. Please consult the Middle School and High School Grade Calculation guidelines included in the appendix of this handbook for clarification on grade calculations.

[Also See **Appendix Section of Student Handbook**]

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography.

Students in grades 10 and 11 during the 2011-2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit level test will have opportunities to retake it.

Beginning with students who enter grade 9 in the 2011-2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above:

English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Graduation Programs

Policy EIF (LEGAL)

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. [See policy EIF (LEGAL).]

Each student entering the ninth grade will receive a High School Course Catalog and Planning Guide. This guide will be their framework for the graduation requirements throughout their high school career. For more information regarding your child's graduation plan, please see the appropriate course catalog or visit with your school counselor.

Effective with ninth graders in the 2011-2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meet the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to the meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance stands on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
   a. A score of three or above on an Advanced Placement (AP) exam;
   b. A score of four or above on an International Baccalaureate (IB) exam; or
   c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

Policy FMH (LOCAL)

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Policy FMH (LEGAL)

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and

receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Graduation Speakers

Policy FNA (LOCAL)

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are identified by FNA (LOCAL) will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the students who have attained special positions of honor based on neutral criteria as identified by FNA (LOCAL)] may also have speaking roles at the graduation ceremony. [For student speakers at other school events, see FNA (LOCAL).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

State Scholarships and Grants

Policy EJ (LEGAL)

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41]

HAZING

Policies FFI, FNCC

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

Also see Bullying on page 30.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

Policies EHAB, EHAC, FFA

In accordance with policies at EHAB, EHAC, [and FFA], the district will ensure that students

in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

Policy BDF, EHAA

Parents are encouraged to participate in this advisory committee. Additional information regarding the district's School Health Advisory Council is available from the Director of Health Services, and is posted on the Health Services webpage http://www.dentonisd.org/5123871315272/site/default.asp

Physical Fitness Assessment

Annually, the district may conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

Policies CO, FFA

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the campus principal or designee.

Other Health-Related Matters

Tobacco Prohibited

Policies FNCD, GKA

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [Also see ***Student Code of Conduct***]

Asbestos Management Plan

In accordance with Environmental Protection Agency 40 CFR 763, Asbestos Containing Material in Schools; Final Rule and Notice, the Denton Independent School District has completed the requirements for the inspection and development of an Asbestos Management Plan for all facilities owned by the District. A copy of the Asbestos Management Plan will be available in the office of each District facility for review. For additional information, please contact the Service Center Annex, 940-369-0200.

Pest Management Plan

The school district periodically applies pesticides. Information concerning these applications may be obtained from the Service Center Annex, 940-369-0200.

Health Services

Each school has a full-time registered nurse who provides many health services for students including:

1. Emergency first aid, safety awareness & accident prevention
2. Assessment of individual health concerns, with appropriate nursing intervention and referral
3. Vision screening, hearing screening, risk assessment for diabetes type 2, and spinal screening required by the state
4. Serving as a health resource for students, parents, and staff, including health counseling individually and classroom education programs

In the event of injury or illness at school, the campus nurse, campus principal or designee will be responsible for following emergency procedures established by the District.

If you have any questions about content, please contact the campus nurse or the director of health services. All content is available on the campus for parental review. The school RN job description is available on the health services webpage http://www.dentonisd.org/5123871315272/site/default.asp

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If the school nurse suspects that a student may have a contagious disease based on signs or symptoms the student has, she will exclude the student from attendance until all suspicious symptoms are gone, or the child's physician documents that the child may return to school. If a parent suspects that his or her child has a contagious disease, the parent should keep the child home, consult with the child's physician, and contact

the school nurse or principal so that other students who might have been exposed to the disease can be alerted if a confirmed diagnosis is made.

All information regarding exclusion from school may be found on the DISD health services web-page http://www.dentonisd.org/5123871315272/site/default.asp

FIRST AID / SCHOOL EXCLUSION FOR HEALTH REASONS

Denton ISD provides information about low-cost insurance at the beginning of school and throughout the year.

In case of serious illness or injury:

1. A parent will be called at once. Be sure that the school has the names of both parents and the correct home, work, and cell phone numbers at all times. Students must be excluded from school according to state law for signs and symptoms associated with certain contagious diseases. The campus registered nurse will make that decision based on her observation of those signs and symptoms.
2. If neither parent can be reached, an emergency contact will be made. Please make sure the school has the phone number of your doctor and three other names and phone numbers of neighbors or relatives who have agreed to be contacted.
3. If neither parent nor emergency contacts can be reached, the student will be taken by ambulance to the emergency room written on the health card. The nurse or someone designated by the principal will stay with the student until a responsible adult arrives to be with the student. The parent is responsible for incurred costs.
4. A student may not leave school or be taken home by any school personnel unless an adult has been contacted or will be at home to receive the student. Any exception to this policy will be approved by the principal. School nurses do not provide transportation for ill or injured students.

Student Health and Safety — When Behavior is a Concern

When a student displays behaviors of concern in the school environment, it is the responsibility of Denton ISD to ascertain the nature of the behavior as quickly and objectively as possible, especially in the situation where students may be getting behind the wheel to drive or operating other machinery. There are many reasons why a student might be behaving in an “untoward” manner – lack of sleep, effects of prescription medicine, emotional issues, mental illness, substance abuse or low blood sugar to name a few. Any of these reasons could cause that student and others to be in an unsafe situation if not acknowledged and addressed appropriately.

In Denton ISD, school RNs and administrators are trained to perform objective assessments using the “Untoward Behavior Assessment” form. Parents are always notified if an assessment has been done and what, if any, are the concerns. The assessment is very basic, confidential, and non-invasive, and parents are welcome to have a copy of the assessment if they want one. The

purpose of the assessment is always with student safety in mind.

The philosophy, procedure, and form may be viewed on the Denton ISD Health Services website, http://www.dentonisd.org/5123871315272/site/default.asp or may be obtained from any school RN.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for homeless children and youths at 940-369-0599 or 940-369-0598.

HOMEWORK

The district encourages a reasonable amount of practical work to be done at home. If an excessive amount of work is being brought home, this may indicate ineffective use of school time. Homework may be any preparation, work, or activity that a pupil does on non-school time as requested by the teacher or with teacher consent. This definition is broad in meaning to allow for many different types of homework assignments. Homework may include the following categories:

- library research
- make-up work when absent
- limited remedial work
- special reports and long-range study assignments
- drill on basic skills
- collections, "show and tell" materials
- guided and recreational reading
- creative writing
- recommended TV programs, good movies, plays, etc.
- use of community resources
- unfinished work assigned in class

IMMUNIZATION

Policy FFAB (LEGAL)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at https://webds.dshs.

state.tx.us/immco/affidavit.shtm. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

Required immunizations may be found on the DISD Health Services web site. The school nurse can also provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see the Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school/default.shtm.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical

health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent or designee and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

Policy GRA (LEGAL)

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

School Resource Officer

Each secondary campus is staffed with a School Resource Officer (SRO). School Resources Officers are police officers licensed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) assigned to the secondary schools in the Denton Independent School District. Each officer is a direct, full-time, employee of their respective Departments. As certified police officers they have arrest powers endorsed by the State of Texas and are authorized to use the force necessary to effect arrests and protect third parties and themselves. They may be authorized by their department to carry the following equipment: firearms, Oleoresin capsicum (OC) spray, impact batons, Tasers, handcuffs, and portable radios.
Goals for School Resource Officers

1. Promote a safe environment for students, faculty and staff.
2. Reduce criminal offenses committed by juveniles and young adults by diversion or detention/ arrest.
3. Establish rapport with students, faculty, administrative staff and parents.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficient (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessment. If the student qualifies for services and once a level or proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. the STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

Policy EIAB (LOCAL)

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

While each case will be evaluated individually, the following guidelines should be used. It must

be stressed that the student is responsible for make-up work. In all cases, if illness is the reason for absences, make-up work requests during the student's absence from the classroom will be carefully evaluated in terms of the child's welfare. Make-up work will not be provided prior to a student's absence.

1. The student will have one more class day than the number of class days missed to turn in make-up work. Make-up work should be completed in the order it was assigned.
2. If a test was assigned and material covered before the absence, then the test must be taken on the first class day the student returns. The same procedure applies for book reports and other major projects.
3. Students are responsible for making arrangements for all make-up work when they return to school. This should be done at a convenient time for the teacher and not during instruction time.

DAEP or In-school Suspension Makeup Work

Policy FOCA (LEGAL), FEA (LEGAL)

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA (LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

MEDICINE AT SCHOOL

General Medication Information

Our medication policies are written with safety in mind and to help students become more self-responsible as they get older. Although following them may be inconvenient at times, we feel strongly that safe administration is important. Please discuss any medication concerns with the campus RN, and make sure that the student health card reflects all medications your child is taking at home as well as during the school day. This information will help the school nurse monitor effectively for any side effects, any adverse reactions, and that the medicines are

working to benefit your child as prescribed.

No district employee shall give any student prescription medication, non-prescription medications, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

All medicines, including prescription, over-the-counter, self-administered, or those requiring administration by another party, brought to district campuses (including school activities) must be in the original, properly-labeled container, with the student's name, prescribed dosage, and dosing instructions.

Students may not share medicine with another student under any circumstance. Violations shall be subject to consequences in accordance with the Student Code of Conduct and discipline management program.

Dietary/herbal supplements are not regulated by the FDA to ensure quality standards, nor have they been tested for safety or effectiveness on school-aged children. This includes herbal and dietary supplements of any type, anabolic steroids, vitamins, weight reduction or enhancement supplements, muscle-building and performance-enhancing aids; these are not considered essential during school hours or school activities and will not be allowed unless administered by a parent.

Exceptions to this policy are rare and will be considered only with a doctor's order*, parental consent, and agreement of the school nurse according to the Texas Board of Nurse Examiner Rules and Regulations 217.11(3) and 217.11(1a).

*Doctor's order throughout this policy shall be defined as those of an M.D., D.O., podiatrist, dentist, or a health care professional with legal prescriptive authority to write prescriptions in Texas, including a nurse practitioner, advanced practice nurse, or physician assistant working under a doctor's authority.

In our district, medication at elementary and middle school is usually administered by the school RN. (See more information below for high school students.) There are times at campuses when school employees other than the school nurse may administer medication; in those circumstances the nurse will provide training to school personnel who are assigned to administer medications in order to ensure safe administration and accurate dosage. Non-nursing school staff may be assigned to administer medications:

1. When the campus nurse is not available or states that he or she is unable to do so safely. [See DG(LEGAL)] or in accordance with the Texas Nurse Practice Act. http://www.tasb.org/policy/pol/private/061901/pol.cfm?DisplayPage=DG(LEGAL).pdf&QueryText=DG%20LEGAL

2. When a student is unable to go to the health room for his or her medication without

experiencing discomfort or a significant loss of instructional time, provided it is agreed upon by the parent and/or included in the student's individualized health plan (IHP).

3. When a student suffers from a life-threatening condition, including, but not limited to, diabetes (hyperglycemia or hypoglycemia) and/or severe allergies (anaphylaxis). For further explanation on this, see FFA(LEGAL)
http://www.tasb.org/policy/pol/private/061901/pol.cfm?DisplayPage=FFA(LEGAL).pdf&QueryText=FFA%20LEGAL

   FFAF (LEGAL)
http://www.tasb.org/policy/pol/private/061901/pol.cfm?DisplayPage=FFAF(LEGAL).pdf&QueryText=FFAF%20LEGAL

   and FFAF(LOCAL)
http://www.tasb.org/policy/pol/private/061901/pol.cfmDisplayPage=FFAF(LOCAL).pdf&QueryText=FFAF%20LOCAL

ELEMENTARY MEDICATIONS

When an elementary student is required to take medicine during the school day, it shall be the responsibility of the parent or legal guardian to administer it.
When a parent or guardian is unable to administer the medication, he or she may make arrangements with the principal or designee for school personnel to administer the medication. Arrangements shall be made in writing by completing the "Medication Administration Request," which is available in the registration packet, on each nurse's website, and from school office personnel. The parent shall be responsible for bringing the medication to school and picking it up at the end of the school year. Medication shall not be given unless the form accompanies the medication in the original, properly marked container. Any change in the medication prescription shall require a new form and a newly-labeled container that reflects the change.

All medications administered at elementary school by school personnel shall be accompanied by a doctor's order, including all prescription medication and over-the-counter medicines, including, but not limited to, cough drops, and pain relievers. Medication shall not be administered at school unless it is essential to the health of the child and/or the student's ability to function successfully in the classroom.

Medications to be given less often than four times per day will not be given during the school day, unless accompanied by a doctor's order, which includes the doctor's name on the order, specifying:

- that the medication must be given during the school day for an educational reason,
- the specific time to be given, and/or
- the circumstance under which the medication is to be administered.

Before medication is administered, names and dosages on the labels of medicine containers and parent request forms must match.

Elementary students may carry inhalers and self-administer prescription medication for asthma and/or anaphylaxis under certain circumstances. See FFAC (LEGAL). No other medications may be carried by an elementary student. Medication not picked up by parents at the end of the school year shall be discarded after parent notification.

SECONDARY MEDICATIONS

To promote a safe and healthy school environment, and to support our "drug-free" philosophy, we want to minimize as much as possible the amount of medicine brought to secondary campuses each day. We also want to help our secondary students become more responsible for self-care and healthy decision-making as they get older. Our policy is designed to accomplish those things, and allows secondary students to bring/take only those medicines that are essential to their health and ability to function well and safely at school.

If it is essential that a secondary student take medication during the school day, a parent/guardian must complete the Medication Administration Request form for the school nurse to keep on file. The medication label must match the information on the form.

All secondary students may, with their parent's permission, carry small amounts (limited to a one or two day's supply) of over the counter medication such as ibuprofen, aspirin, and acetaminophen and self-administer according to the directions on the container. The container must be the original container and be labeled with the student's name.

Middle School Medications

Middle school students are required to come to the health room for administration of prescription medications; however, with doctor's orders they may carry and self-administer inhalers, self-care supplies for type 1 diabetes and/or medication for anaphylaxis (FFAC (LOCAL). Parents may request (on the Medication Administration Request form) that non-prescription medication be stored and administered by the school nurse if the parent does not want the student to carry the medication with him/her. At middle school, non-prescription medication may be administered by the nurse without a physician's order according to label directions.

High School Medications

High school students will carry and self-administer their own prescription and non-prescription medications. They may carry only the day's dose; it must be in the original, properly labeled container and administer according to label directions.

High school nurses do not administer or store student medications. It is important for students at this age to begin to learn to manage their own medications in preparation for that responsibility after graduation. Please go to the Health Services website at http://www.dentonisd.org/5123871315272/site/default.asp to see more about this policy.

PSYCHOTROPIC DRUGS

Policy FFAC (Legal)

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

PARENTAL INVOLVEMENT

HOW PARENTS CAN HELP

Your child spends many hours every day in school. These are important hours, and parents can help make this time even more important with the following suggestions:

1. Talk with your child every day about school, friends, and teachers.
2. Take an interest in your child's schoolwork.
3. If your child acts differently or doesn't want to go to school, talk with the teacher, principal, or counselor.
4. Make sure that your child gets enough sleep and a nutritious breakfast.
5. Read to your child every day and listen to your child read to you.
6. Set a time each day for homework, reading and sharing library books, and other learning activities.
7. Watch TV with your child and talk about the program. Be sure that your child doesn't watch too much TV.
8. Attend parent-teacher meetings.
9. See that your child follows the school rules and goes to school every day.

PARENT CONFERENCES

Parents are encouraged to attend Open House and scheduled parent conferences. Teachers have scheduled conference periods each school day. To schedule a conference with a teacher, contact the school office.

Each Fall semester the District dismisses elementary classes early to allow teachers to schedule parent conferences, information will be sent home with students regarding the dates and times for scheduling your parent conference.

PARENT INVOLVEMENT OPPORTUNITIES

PARENT-TEACHER ASSOCIATION

Each school has its own PTA. The goal of the PTA is to enrich the lives of children by providing parent education programs, developing a strong home and school relationship, and supporting projects that help make a stronger educational program. Membership information will be sent home at the first of the school year.

Parenting Education

Denton ISD offers a variety of Parenting Education Programs at our campuses, Pre-K through 12th, throughout the school year. Programs are often presented in both English and Spanish. To learn more about what is happening at your child's campus, please contact the school counselor. Your may also call the district's Social Services Office at 940-369-0599 or 940-369-0598 (Spanish). District and campus web sites have listed up-to-date programs and presentations throughout the district.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Policy EC (LEGAL)

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

Policy EIE (LOCAL), EIF (LEGAL)

To be promoted from one grade level to the next, a student must meet these two grade requirements:

Mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, six-week, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grades 2-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for all subject areas, a grade of 70 or above in three of the following areas: language arts (including reading), mathematics, science, and social studies, and attendance.

Students in grades 6-8 must have an overall average of 70 or above and have grades of 70 or above in three of the four core subjects of English (including reading), math, science, and social studies in order to be promoted to the next grade.

Students in grades 9-12 must accumulate a specified number of credits to be classified in the next higher grade as indicated below:

10th Grade..... 6 Credits
11th Grade..... 12 Credits
12th Grade..... 18 Credits
Graduate..... 26 Credits

Students are usually re-classified at the beginning of each school year. The principal has the final authority to determine grade placement and reclassification. In extreme circumstances, students may be reclassified at mid-term.

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.
In grades 1-8, promotion is based on the requirements according to EIE (LOCAL).

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) or STAAR, if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Because the 2011-2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

Parents of a student in grade 5 or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test.

If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and students must participate in the summer acceleration program. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the campus principal or counselor.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee. [For additional information, see the counselor or principal and policy EIF (LEGAL).]

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless

the principal or designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill or injured during the school day, the school RN will perform a health assessment, provide appropriate care, and if the student is not able to go back to class, notify the parent to pick the student up, or, as in emergent situations, call 911 for an ambulance.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Policy EIA (LOCAL), FNG (LOCAL)

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course OR in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See ***Working Together*** on page 12 for how to schedule a conference.]

Teachers follow grading guidelines that have been communicated in the Student Handbook and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL).]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school. [See **GRADING GUIDELINES** on page 50]

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41)

SAFETY

Denton ISD takes the responsibility for student safety very seriously. Campus administrators are required to conduct safety drills for building and site evacuations, shelter in place, duck and cover, lockdowns, and reverse evacuation for many different situations including fires, weather emergencies, intruders on campus, etc. The district's Emergency Operations Plan is developed with city and county emergency planners and responders, and is reviewed annually.

For a variety of safety and practical reasons, it is not the practice in Denton ISD to have unscheduled early closings due to emergency events - many children would be delivered to homes with no adult present, bus drivers might not be able to come in early to drive, parents who work at longer distances might have difficulties getting home or making appropriate child care arrangements, etc. Parents may, however, choose to pick up their children from school at any time during a critical event, as long as usual safety procedures are followed. In addition, each elementary and middle school campus will ask parents to complete an early release form to indicate how children are to get home in the event of an emergency early school closing.
In an actual emergency situation, parents will be notified as quickly as possible of the event using as many means as possible to present facts, control rumors, and distribute any information necessary to reunite with their children as quickly and safely as possible. Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented many safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency measures to take as practices in drills for weather safety, evacuation, lockdowns, etc.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.
- Parents have a responsibility to contribute to school safety by reminding their children of the importance of following the guidelines above, and by following school entrance/visitor rules without exception.

Accident Insurance

The district is not liable for costs associated with injuries at school. Soon after the school year begins, parents are provided with information regarding low-cost accident insurance that could help meet medical expenses in the event of injury to their child.

Drills: Fire, Tornado, and Other Emergencies

Each year, students, teachers, and other district employees will participate in drills for emergency procedures. When the signal is given, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. More information on emergency procedures can be viewed on the main DISD website, www.dentonisd.org under School Safety and Security.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the district officials need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete a student health card including a signature for consent to emergency care. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know. The parent's signature allows the exchange of medical information between the school and health care providers. This information will only be shared for the health and safety of the student.

Emergency School-Closing Information

Radio Stations WBAP 820 AM, KRLD 1080 AM, KNTU 88.1 FM, or TV Channels 4, 5, 8, and 11 will carry news about school closing in case of bad weather or some disaster. This information can also be found on the district's Internet site at: http://www.dentonisd.org. Sign up to receive "alerts" on the district and campus websites; you will be notified by email that a posting has been made. Please do not call the school or school district offices to ask about school closings. Please do not leave your child at the bus stop without checking to see if the school will be open. Make-up days for bad weather have been included in the school calendar. School closing decisions during inclement weather are based on safety and the drivability of bus routes. Routes will be checked and a decision made by 6:00 A.M.

SCHOOL FACILITIES

Elementary Student Day

7:50 A.M. - 2:50 P.M. .....Kindergarten through Grade Five
7:50 A.M. - 10:50 A.M. .....Morning Pre-Kindergarten
11:50 P.M. - 2:50 P.M. .....Afternoon Pre-Kindergarten

Students should not arrive at school before 7:20 A.M. No adult will be there before that time to supervise them. Breakfast will be available between 7:20 and 7:50 A.M.

Students must be picked up at 2:50 P.M. If you want to pick up your child who rides the bus, please call before 2:00 P.M. If you are not there by 2:50 P.M., dismissal time, your child must get on the bus.

Morning pre-kindergarten students must be picked up at 10:50 A.M. dismissal time. Adults will not be available to supervise them after 10:50 A.M.

Afternoon pre-kindergarten students must not arrive before 11:50 P.M.

Secondary Student Day

8:20 a.m. - 3:20 p.m. ..... Middle Schools
8:50 a.m. - 3:50 p.m. ..... High Schools
Students should not arrive at school before 8:00 a.m. No adult will be there before that time to supervise them. Breakfast will be available for students at 8:00 a.m. at Middle Schools and at 8:25 a.m. at High Schools.

Students must be picked up by 3:40 p.m. at Middle Schools and 4:10 p.m. at High Schools.

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.
Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at all school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent study at times determined by the individual campus

Meetings of Noncurriculum-Related Groups

Policy FNAB (LOCAL)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL). A list of these groups is available in the principal's office.

STUDENT INFORMATION

It is very important that the school be able to reach parents in case of an emergency. *Please let the school know if your address, home phone, work phone, cell phone number or email address changes.*

SCHOOL SUPPLIES

Many elementary and middle school campuses sell grade-level prepackaged school supplies. Check in the office of your child's school. The district also distributes a supply list for basic student needs. This list is compiled and reviewed by teachers every year. Your child should bring the items on the list by the end of the first week of school. It is not necessary to purchase new supplies every year if some items are still usable. In the high schools, all students will need the basic supplies of paper, pencils, pens, etc. Other supplies will depend on the student's elective choices and particular course load. Instructors will provide students with supply lists at the beginning of each course.

SCHOOL TELEPHONE

Students may use the telephones in an emergency. Students cannot come to the telephone at school, but important messages will be given to them. These messages should be left early in the day, if at all possible. Telephones are to be used for school business.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Searches will be conducted out of view of other students. A person of the same gender will conduct the search with a witness present in the room at all times. Administrators and teachers have the right to question students regarding their conduct or the conduct of others. Walk-through metal detectors and hand-held metal detectors will be used periodically to ensure student safety.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Electronic Devices

Policy CQ, FNF (Legal)

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Metal Detectors

Policy FNF (LOCAL)

The District employs both walk-through and hand-held metal detectors at the District's secondary schools. The purpose of these devices is to provide for a higher level of safety for students and staff. Walk-through detectors are used regularly on a random basis throughout the year. The hand held detectors are used after an alert is sounded by the walk-through device to pinpoint the location of the item that is triggering the detector.

Drug-Testing

Policy FNF (LOCAL)

Also, see Steroids, on page 85.

SPECIAL PROGRAMS

BILINGUAL/ESL

BIL/ESL is a program to ensure that all English Language Learners (ELLs) have the opportunity to acquire and develop competency in the English language through a Bilingual or ESL program which will empower them to be successful in their content area courses and post secondary

studies, valuing each student's rich cultural heritage and language background.

Districts will report annually to parents the progress of their child as a result of participation in the program offered to English Language Learners in english and the home language. Parents will receive information on their child's progress on language proficiency and academic performance.

Director of Bilingual/ESL Programs, 940-369-0590

TWO-WAY DUAL LANGUAGE

The district offers a two-way dual language model which serves two distinct groups of students in one instructional setting; half English monolingual speakers and half Spanish speakers. Student instruction is delivered 50% in English and 50% in Spanish starting in kindergarten and adding a grade level each year through at least the 5th grade. Currently, Woodrow Wilson offers this model K-4. The goal of the two-way dual language model is for students to become bilingual, biliterate and bicultural in this global society.

COMMUNITIES IN SCHOOLS

Communities in Schools of North Texas is administered by the Texas Education Agency and is part of an innovative national approach to dropout prevention. Daytime mentoring and social service support programs through CISNT. CISNT programs offer services through six components: supportive guidance and counseling; health and human services; parental and family involvement; career awareness and employment; enrichment activities and educational enhancement. For more information about Communities in Schools, North Texas visit www.cisnt.org.

EXPO PROGRAM—(GIFTED AND TALENTED)

A special program is provided for academically talented students in all grades who have demonstrated EXceptional Potential. Teachers who have received extensive training, work with the students in developing higher level thinking skills and creative problem solving ability.

Referrals may come from faculty/staff, parents, community members, or at the secondary level, by self-referral. Please refer to the EXPO website for referring and testing windows. Persons referring students must complete a general Referral Form and submit it to the school office. Go to www.dentonisd.org/expo for more information.

PHYSICAL EDUCATION

Physical education instruction is provided in all grades. All students must participate unless they

are recovering from an illness or injury. A parent may write a note asking for up to a total of three (3) days excused from physical education in a semester. A doctor's note is required for an excuse for more than three days.

SPECIAL EDUCATION

The district offers a continuum of Special Education services for students with disabilities. Please contact your school principal for more information. Please review the Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education. If a child is experiencing learning difficulties, the parent may contact the Director of Special Education to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days from the date the district receives written consent. The district must discuss the findings of the evalution with the parent/guardian. After the discussion, the district will then provide a copy of the report to the parent.

Executive Director of Special Education, (940) 369-0135.

CHILD FIND

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) requires that the Denton Independent School District not discriminate on the basis of handicap in any District program or activity. The District will identify, evaluate and provide appropriate public education to students who are handicapped under Section 504, including homeless children.

Section 504 Coordinator, 940-369-0000.

CHILD FIND PROCEDURES

A. Denton ISD is required to implement a comprehensive Child Find Process in which district personnel actively search for all individuals, birth through 21 years of age with disabilities [32 CFR §300.111(a-c), and §300.131(b); 300§534]; [19 TAC §89.1011].
B. The Child Find process is to identify, locate and evaluate all children with disabilities who are in need of special education and related services who reside within the school district's boundaries.
   1. The Denton ISD offers a comprehensive system of "Child Find" for identifying, locating, and evaluating all individuals ages birth through 21. The Denton ISD Child Find process

seeks to identify all individuals who fall within the district's jurisdiction regardless of whether they may or may not be in school and severity of the disability. As is required by law, Child Find activities apply to high mobility children with disabilities, such as children who are migrant or homeless, and to children who are suspected of having a disability although they are advancing from grade to grade.

2. Denton ISD promotes "Child Find" through public awareness activities and through ongoing contact with child care facilities, preschools, private schools, parochial schools, home schools and nursing homes when applicable. These activities are comparable to the "Child Find" activities utilized to identify children with disabilities who are in public school. Denton ISD consults with representatives from private schools and other agencies to determine how to best carry out these activities.

If you determine that you are knowledgeable about an individual who may need special education or related services and that individual is between the ages of birth and 21 years, please contact Denton ISD special education services at 940-369-4075, or the school campus most near you.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor details.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8

In additional to routine tests and other measure of achievement, students at certain grade levels will take state-mandated assessment, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011-2012 school year only, this requirement will be waived. See Promotion and Retention on page 69 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9-12

Beginning with ninth graders in the 2011-2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011-2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English, language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment. A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments,a dn the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited english proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

Also see Course credit on page 69, Grading Guidelines on page 50, and Graduation on page 51 for additional information.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011-2012 school year, the student will be assess with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called "exit-level" TAKS, and satisfactory performance on this test is required for graduation.

Also see Graduation on page 51 for more information.

THEA (Texas Higher Education Assessment)

Prior to enrollment in a Texas public college or university, most student s must take a standardized test such as the Texas Higher Education Assessment (THEA). The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

OTHER ASSESSMENTS

Locally-adopted assessments include the ELI (Early Literary Inventory) and SELI (Spanish Early Literary Inventory) in K through 2, Assessing Math Concepts in K through 2, Scholastic Reading Inventory and a school ability test offered to selected grades also during the fall. The locally-adopted assessments are used to provide data for placement in and evaluation of special programs when the state mandated tests are not appropriate or available. These assessments are given throughout the year and the results are shared with parents after each administration.

STUDENT TUTORIAL PROGRAM

The district offers tutoring services for any student making less than 75 (or U) on the report card in integrated language arts, mathematics, science, or social studies. A student may also receive tutoring if the regular school work has been changed to meet individual needs. This is a program where students may choose to receive extra help at least twice a week. A notice will be enclosed in the report card if a student qualifies for the tutorial program for the next six weeks. Each school will provide more information.

SUMMER SCHOOL

The district offers several summer programs for elementary students. A special four-week, full-day bilingual/ESL program is available for students who are entering kindergarten and first grade. Notes will be sent home in May about summer school registration. Please call the school for more information.

In addition, the district also provides summer school opportunities for both middle school and high school students. For middle school students who fail TAKS, a district funded summer school program is required. Transportation is provided for this program. A tuition based summer school program is offered to students who are unsuccessful with their course work, or for families who desire additional academic time for their students. Neither student transportation nor food service is provided for the fee-based programs. For additional information please contact the middle school campus.

High school summer school programs are offered to students in need of credit retrieval and dropout prevention. In addition, summer TAKS preparation programs may take place to provide students the needed assistance in these areas. For additional information, please contact the high school campus.

DYSLEXIA PROGRAM

Dyslexia is a specific language-based disorder of constitutional origin characterized by difficulties in single-word decoding, usually reflecting insufficient phonological processing. These difficulties in single-word decoding are often unexpected in relation to the child's age and other cognitive and academic abilities (achievement); they are not the result of generalized developmental disability of sensory impairment. Dyslexia is manifested by variable difficulty with different forms of language, problems in reading, and frequently a lack of proficiency in writing and spelling.
Denton Independent School District offers dyslexia services in English to students in grades 2-8 and in Spanish in grades 2-5 who meet the eligibility criteria. The Alphabetic Phonics program, which uses multi-sensory techniques to teach the structure of the English or Spanish language, is the intervention model. The small-group instruction is intensive, systematic, sequential and cumulative.

Program instructional components include, but are not limited to:

- Phonological Awareness
- History of the English Language
- Alphabet/Dictionary
- Automaticity of grapheme and phoneme recognition
- Discovery of new graphemes/concepts

- Reading/Reading Comprehension/Fluency
- Spelling
- Handwriting
- Verbal/Written expression
- Listening

Students in the dyslexia program will be given support and appropriate modifications in order to be successful in their academic programs.

READ 180

READ 180 is an intensive reading intervention program that uses whole-group direct instruction and small-group direct instruction. In addition, READ 180 software uses an independent reading and whole-group wrap-up to serve students whose reading achievement is below the proficient level. The program directly addresses individual needs through adaptive and instructional software, high-interest literature, and direct instruction in reading, writing, and vocabulary skills.

The READ 180 Software continually adjusts the level of instruction based on student performance. Diagnostic reports and periodic checkpoints alert teachers to students' needs and direct them to resources for individualizing instruction. This program serves reluctant and struggling readers in grades 6 through 12, as identified by the campus.

READING RECOVERY®/DESCUBRIENDO LA LECTURA (DLL)

Denton ISD offers a short-term intervention for English-speaking or Spanish-speaking first graders who are struggling with the acquisition of literacy skills. In Reading Recovery and Descubriendo La Lectura, individual students receive a half-hour lesson each school day for 12 to 20 weeks with a specially trained Reading Recovery/DLL teacher. As soon as students reach grade-level literacy expectations and demonstrate that they can continue to learn through their own efforts, their lessons are discontinued, and new students begin individual instruction. The Reading Recovery/DLL teacher also works with small groups of kindergarten, first and second grade students needing supplemental literacy instruction.

GRADES 3-5 READING INTERVENTION

Reading intervention will be provided for students reading below proficient levels in grades 3-5. Scientifically-based reading research methods will be utilized to provide fast-paced lessons to help students accelerate their reading growth.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may by found on the UIL Web site at http://www.uiltexas.org/health/steriod-information.

STUDENT SPEAKERS

Policy FNA (LOCAL)

The district provides students the opportunity to introduce the school events outlined in FNA (LOCAL) at INTRODUCTORY SPEAKERS. Students are eligible to introduce these events if they meet the district's ELIGIBILITY criteria.

A student who is eligible and wishes to introduce one of the school events outlined by FNA (LOCAL) should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester. As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

SUMMER SCHOOL

[See **Summer School** on page 83]

TARDINESS

[See **Tardiness** page 29]

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books

must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TITLE IX

The Denton ISD does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Mr. Jamie Wilson, Deputy Superintendent for Academic Programs, has been designated to coordinate compliance with non-discrimination requirements of Title IX. Mrs Melanie Lewis, Director of Counseling Services, has been designated to coordinate compliance with Section 504 of the Rehabilitation Act.

TRANSFERS

Policy FDB (LOCAL)

The District provides opportunities for students to transfer from one school to another if space is available and all applicable requirements are met. Elementary and middle school transfer requests should be submitted to the principal of the desired campus. Decisions will be made by the receiving campus principal based on criteria in established District policy. High School transfers must be submitted between January 1 and April 15 for the following school year. Decisions on high school transfers will be made by a committee between April 15 and May 1 of each year based on established District policy. High school transfer requests made outside the identified time period will be considered by the Deputy Superintendent only in instances of extreme hardship beyond the student's control effecting the student's health or safety.

Students shall not be eligible to participate in UIL activities in any high school other than the one that serves the area in which the student resides and under the eligibility rules set forth by the UIL.

The first time a new student to the District participates in UIL high school athletic practice or begins classes, the student will establish eligibility in that high school by the location of the student's bona fide residence.

The first time a current District student participates in an eighth grade District-approved athletic activity, the student will establish his or her athletic eligibility in high school based upon the attendance zone in which the student's residence is located. (Residence as defined by the UIL Constitution and Contest Rules). If a student's residence changes from one attendance zone to another, he or she will be eligible at either high school and shall submit his or her preference of eligibility in writing within 30 calendar days to the principal of the school from which he or she moved.

If a student's residence changes from one attendance zone to another, and he or she has represented another school (8th grade or above) the current or previous year in any UIL athletic activity, he or she is ineligible for one varsity school calendar year during the student's junior or senior year in all sports participated until: 1) the parents have a bona fide residence in the attendance zone; 2) the student's parents sign a statement (in the presence of school officials or a notary) that the parents reside in a bona fide residence within the zone and that the change of schools was not made for athletic purposes; and 3) the student's change is approved by the UIL district executive committee before the student competes at the varsity level. [See the current Edition of the Constitution and Contest Rules of the University Scholastic League]

A student's request to transfer to a safe public school in the District shall be granted in accordance with Policy FDD (Local) if the student is either enrolled in a campus identified by the Texas Education Agency as persistently dangerous or if the student has been a victim of a violent crime while in school or on the grounds of the school the student attends. The transfer to another campus must be agreeable to the parent or other person authorized to act on the student's behalf. If the victim does not want to transfer, the Board or designee is required to transfer the student who engaged in the conduct to a different campus.

Upon request of a parent or other person with authority to act on behalf of a student who is the victim of bullying, the Board's designee shall transfer the victim to another classroom at the campus to which the student was assigned at the time the bullying occurred or a campus in the school district other than the campus to which the student was assigned at the time the bullying occurred after verifying that the student has been a victim of bullying. A student's past behavior may be considered when identifying a bully. The determination of the Board's designee is final and may not be appealed. Transportation of transfer students under this provision is the responsibility of the parent.

[See **Other Parental Rights and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by

the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

Transportation by bus is provided for those students living two or more miles from their school (not including transfer students), and by ARD or Section 504 Committee decision, for Special Education or Section 504 students who require transportation as an educational need. All students riding District provided school buses or charters are expected to follow rules posted on the bus or described by teachers. Included in those rules are expectations for behavior as well as expectations regarding items that can be transported. All items carried on the bus must fit in the student's lap or under the seat. Items such as large gym bags, book bags, or musical instruments must follow those rules and cannot take a seat space from another student. Bus drivers are in charge of student behavior on the bus and their instructions must be followed. Disciplinary action, including temporary or permanent removal from the bus may be taken against any student violating bus rules. To register and determine eligibility for transportation services and secure routing information, contact DISD Transportation at 940-369-0300. (See Transportation Services, Page 105)

- During the Fall of the 2010-2011 school year, Denton ISD Transportation implemented a "Bus Student Access Card Program."
- Students who have registered for bus services will be assigned a "Bus Student Access Card" as the program is put into service.
- This program will allow the DISD Transportation Department to promote student safety and security through the daily monitoring of fleet operations and ridership.
- The program will provide accurate information as to the location of all school buses & where and what time a student gets-on or off the bus at a bus stop.
- Students will be required to carry their "*Bus Student Access Card*" every time they ride a Denton ISD school bus.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP). Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Maintain their assigned Bus Student Access Card on their person when boarding or off-loading a district school bus.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be addressed in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended (See Transportation Services, Page 105)

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.
The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents are welcome to visit their child's classroom. Please arrange these visits at least one day in advance with the teacher. Visits are usually limited to one class period or 45 minutes. For safety purposes, you must check in at the front office prior to going anywhere else in the building; please do not ask students or employees to let you in through other doors. Visits by school-age friends are not allowed. Deliveries to students are not allowed.

Visitors Participating in Special Programs for Students

On High School Career Day, Denton Independent School District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

VOLUNTEER PROGRAM

Denton ISD has a citizen volunteer program which helps the schools. These volunteers assist in the classroom, library, and school office. Each school has a volunteer coordinator who works directly with volunteers in the building.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. When all records are clear, the office will give the student a

withdrawal. Please contact the school nurse for your child's immunization and screenings to avoid those having to be redone at the next school.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the health room for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Section III:
Student Code of Conduct

Denton Independent School District
2011-2012 Student Code of Conduct

Statement of Philosophy

We in the Denton Independent School District believe that every student should have the opportunity to learn in a safe, orderly and supportive school environment. One of the most important lessons education should teach is that of self-discipline. Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. While it does not appear as a subject, it underlies and supports the entire educational process. It is the training that develops self-control and character and teaches respect and responsibility. Self-discipline is the key to good conduct and proper consideration for other people; discipline is an essential component of the educative process.

Education in this community represents a significant commitment of human and financial resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

The Purpose of the Student Code of Conduct

The purpose of this document is to describe the expectations of the Denton School Board, administrators and staff regarding student conduct. It is the belief of the school District that the rights of all students can be protected only as long as an atmosphere of organization and cooperation exists in the classrooms and at school-related functions. By respecting student rights and encouraging student and parental responsibility, the District seeks the full development of each student's potential.

Our goal is to provide a cooperative school climate that is free of disruptions where students can pursue their studies in a manner most conducive to learning. In an effort to fully inform students and parents of the expectations of the school District, the following board policies and District rules of conduct have been outlined. Parents are urged to contact the teacher and/or principal/ designee concerning school discipline questions.

The Student Code of Conduct has been developed in compliance with relevant law. Violation of the statutes, policies, regulations and rules will result in appropriate behavior management methods as outlined under this code. Serious and/or persistent violations of the statute, policies, regulations and rules will ultimately result in a student being subject to increasingly more serious penalties.

STANDARDS FOR STUDENT CONDUCT

Behavior Expectations

Schools must provide an environment in which all students have the opportunity to learn and teachers are allowed to teach. In achieving that goal, each student is expected to:

1. Comply with all rules regarding attendance.
2. Respect the rights of other students to learn and the teachers to teach.
3. Assume responsibility for their own behavior.
4. Demonstrate courtesy and respect for others.
5. Prepare for each class.
6. Take appropriate materials and assignments to class.
7. Be well groomed, dress appropriately, and follow the dress regulations outlined below. The District's over-all policy regarding dress is that a student's dress and grooming shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, or distract from school activities.
8. Obey all campus and classroom rules.
9. Respect the rights and privileges of other students and of teachers and other District staff.
10. Respect personal property and the property of others, including District property and facilities.
11. Cooperate with or assist the school staff in maintaining safety, order, and discipline.
12. Obey rules about conduct on school buses.
13. Follow the Student Code of Conduct.

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the campus student handbook or posted in classrooms and may or may not constitute violations of the Student Code of Conduct.

Dress Code

The Denton ISD dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, and provide an environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student. Enforcement of the code is the responsibility of the classroom teachers and administrators. The following guidelines are to assist students and parents in selecting appropriate attire **(as determined by campus administration):**

1. All students are to present a clean, well-groomed appearance at school and school activities. Students may be asked to alter their hairstyles if the campus administrator believes they are a distraction to the educational process.
2. The following items have been determined to be unacceptable for wear at school:
   a. bike pants
   b. bare midriffs
   c. halter tops
   d. tank tops
   e. see-through apparel
   f. short shorts
   g. mesh/net clothing
   h. short skirts
   i. pajamas
   j. saggy, baggy pants
   k. bandanas
   l. sunglasses
   m. strapless dresses/blouses
   n. chains or accessories which can be used as a weapon (such as collars or bracelets with spikes)
   o. flip-flops (except in high schools, or as determined by campus administration on all campuses), steel-toed shoes (except in identified CTE classes), houseshoes, slippers, or any other footware deemed inappropriate by campus administration.
   p. any make-up, hair color, unnatural cosmetic contact lenses, or accessories which create a disruption
   q. any headgear other than part of an approved school uniform
   r. tattoos and body art which promote nudity, obscenity, or gang activity must be covered
   s. any display of undergarments
   t. shirts open at the sides (excessively large armholes)

   Examples of unacceptable types of dress are:

   u. Ragged or intentionally cut/torn clothing as determined inappropriate by campus principal or designee.
   v. Garments containing offensive or obscene words or phrases, pictures, symbols, or images.
   w. Garments which promote or advertise alcohol, tobacco, or other products prohibited at school.
3. All clothing must be sized to fit properly.
4. Accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose cannot be worn at school.
5. The principal, in cooperation with the Campus Leadership Team may add detail to the preceding dress code. The details may be gender specific. The Board, at the recommendation of the superintendent, approves campus dress code details.
6. Campuses may submit proposals concerning school uniforms to the superintendent for submission to the school board for review and approval.
7. On each campus, the principal will have the final say as to the appropriateness of any dress code question.

School Responsibilities

A student whose behavior shows disrespect for others, including interference with others' access to a public education and a safe environment, will be subject to disciplinary action.

School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

1. While the student is on the campus, during the regular school day and/or while the student is going to and from school on District transportation.
2. While the student is participating in any activity during the school day on school property.
3. While the student is in attendance at any school-related activity, regardless of time or location.
4. For a school-related misconduct, regardless of time or location.
5. When retaliation against a school employee is involved, either on or off school property.
6. When the student commits a felony, as provided by Texas Education Code 37.006.
7. When criminal mischief is committed on or off school property or at a school-related event.
8. While on any property that the District owns, leases and/or jointly maintains.
9. When the student commits certain offenses within 300 feet of school property as noted on pages 89, 91, 95.

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to fulfill their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques. For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify the parent within 24 hours.

Attendance Guidelines and Consequences

Generally, a student who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade and has not yet reached the child's 18th birthday is required to attend school. (TEC 25.085A)

A child is exempt from compulsory school attendance if the child: (TEC 25.086)

1. Attends a private or parochial school
2. Is eligible for Special Education services but cannot be properly served by the district.
3. Has temporary physical or mental condition certified by a physician making the child's attendance infeasible.
4. Is legally expelled and mandatory JJAEP attendance is not required.
5. Is at least 17 years of age and:
   a. Is attending GED classes with parent permission, court order, is residing separate and apart from the parent, or is homeless.
   b. Has received a high school diploma or GED.
6. Is at least 16 years of age and is attending GED classes if:
   a. The child is recommended by a public agency with supervision or court order.
   b. The child is enrolled in Job Corps.

Students may not be given credit for a class unless they are in attendance for at least 90 percent of the days the class meets. Campuses will appoint attendance committees to review circumstances where students have less than 90 percent attendance.
(TEC 25.092)

State law requires that a student be present 90% of the days a class meets in order to receive credit. In high school classes that are blocked and meet every other day, a student with more than 4 unverified absences in the fall semester or 5 unverified absences in the spring semester will lose credit in that class. Middle school and elementary school students, whose classes meet every day, lose credit if they have more than 8 absences in the fall semester or 10 unverified absences in the spring semester.

Students shall have absences excused for religious holy days including traveling for that purpose, and temporary absences resulting from health care professionals if the student returns to classes the same day of the appointment. If students satisfactorily complete make-up work for these types of excused absences, the day shall be counted as a day of compulsory attendance. Teachers and administrators will determine whether or not other temporary absences are excused. (TEC 25.087) These temporary absences may not be counted as days of compulsory attendance, but may be considered as extenuating circumstances by attendance committees when determining award of class credit in cases of less than 90 percent attendance.

If any parent of a child required to attend school fails to require the student to attend as required by law, a warning letter will be mailed after three (3) unexcused absences. If the student does not immediately return to compulsory school attendance, the school attendance officer will file a complaint against the parent and/or student in a county court, justice of the peace court, or municipal court after the fourth (4th) voluntary unexcused absence in a four week period or tenth (10th) voluntary unexcused absence in a six month period (TEC 25.093 and Section 51.03(b)(2) of the Family Code). *Since the law addresses absences for "all or part" of a school day, chronic tardies may be referred to the appropriate authorities as unexcused absences.* Fines for thwarting compulsory school attendance and failure to attend school may be as high as $500 per absence.

For information and/or assistance with attendance concerns contact the Campus Attendance Officer.

GENERAL MISCONDUCT VIOLATIONS

Behavior Violations

Students are prohibited from engaging in the following activities while at school or school-related activities:

1. Truancy – any voluntary unexcused absence for all or part of a school day. Excessive truancy, more than 4 voluntary unexcused absences in a four week period or 10 or more in a six month period, may result in a legal complaint being filed against the parent and/or student.
2. Excessive tardiness – four or more tardies in one semester.
3. Leaving school grounds or school-sponsored events without permission.
4. Violations of the dress code.
5. Violations of the district's policies on sharing prescription or non-prescription medications (including herbal substances).
6. Disobeying school rules about conduct on school buses.
7. Using the district computer network inappropriately.
8. Cheating or copying the work of another person. In addition, any other form of forgery is prohibited. (See Appendix for Academic Integrity Policy)
9. Posting, selling, circulating, or distributing non-school materials without prior approval.
10. Harassing other individuals by repeated, unwelcome, or offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's diversity, including but not limited to actual or perceived race, color, religion, national origin, ability or disability, sex, marital status, sexual orientation, gender identity, socio-economic status, or physical attributes, including these qualities as attributed to members of a student's family, that creates an intimidating, hostile, or offensive educational environment. (See Board Policy FNCL (Local))
11. Bullying – engaging in written or verbal expression or physical conduct that is determined to:
    A. have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
    B. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
12. Making a "hit list" – a list of people targeted to be harmed, using a firearm (Penal Code 46.01(3)), a knife (Penal Code 46.07(7)), or any other object to be used with intent to cause bodily harm.
13. Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. For guidance on what constitutes sexual harassment and sexual abuse, please refer to the Board Policy FNCJ (Local)
14. Engaging in inappropriate physical or sexual contact.
15. Using profanity, lewd, vulgar language, or insulting, obscene gestures.
16. Threatening others by stating one's intention to inflict physical harm upon another person(s) or to inflict damage on a school building.
17. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.
18. Unwanted physical striking of another person
19. Throwing objects that can cause bodily injury or property damage.
20. Retaliation against another student or against any school employee.
21. Scuffling.
22. Fighting or inciting a fight.
23. Hazing.
24. Using force, violence or threats to cause disruption during an assembly.
25. Interfering with an authorized activity by seizing control of all or part of a building.
26. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence (such as threats of violence or bodily harm).
27. Interfering with the movement of people at an exit or entrance to District property.
28. Gambling or any form of wagering.
29. Littering, defacing, or damaging school property
30. Damaging or vandalizing property owned by others.
31. Stealing.
32. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct.)
33. Possession or distribution of pornographic materials, including accessing pornographic materials on the Internet.
34. Possessing or using tobacco products.
35. Possessing or using matches or a lighter.
36. Possessing or using a laser-pointer.
37. Using a paging device or cellular telephone during the normal school day. (see Electronic Devices, page 16)
38. Possessing or using pyrotechnic devices including but not limited to such items as fireworks, smoke bombs, ammunition, etc.
39. Possessing any knife, razor, chain or any other object deemed inappropriate by school personnel.
40. Behaving in any way or bringing, possessing or using any item that disrupts the school environment or education process.
41. Repeatedly violating other communicated campus or classroom standards of behavior, which is defined as persistent misbehavior.
42. Failing to comply with directives given by school personnel, which is considered insubordination.
43. Use or possession of skates, roller blades, skateboards, or wheeled shoes at school or school sponsored events.
44. Use or possession of mace, pepper spray, or other aerosol defenses.
45. Violation of use of electronic devices on campus. IPods, MP3 Players, CD players or any other personal electronic devices are not allowed on campus during school hours, as determined by campus administration.

46. Engaging in the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten or control another person in a dating relationship. Dating violence is defined as a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.*
47. Failing to comply with the rules and regulations of the DISD Acceptable Use Policy.

*As defined in "A Guide To Addressing Dating Violence In Texas Schools" by the Texas Dating Violence Prevention Team under TEA.

Student Consequences

The building administrator has the final decision in all building-level consequences. DAEP placements may not be appealed beyond the building principal. Administrators will give consideration to the following when making a decision to order suspension, removal to a disciplinary alternative education program, or expulsion:

A. Self-defense;
B. Intent or lack of intent at the time the student engaged in the conduct;
C. A student's disciplinary history;
D. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

General misconduct, as identified beginning on page 86, will result in application of one or more discipline management techniques listed in this section. State law requires that the violation be reported to the principal or other appropriate administrator who must send notification to the parent or guardian within 24 hours of receiving the report. For this reason, it is imperative that the current address, phone, and emergency contact information be updated as frequently as necessary and as often as possible.

1. Verbal correction.
2. Cooling-off time or "time-out."
3. Seating changes in the classroom.
4. Counseling by teachers, counselors, or administrative personnel.
5. Before or after-school or lunch detention.
6. Parent-teacher conferences.
7. Temporary or permanent confiscation of items that disrupt the educational process, and fees may be required for the return of those items. Denton ISD is not responsible for lost/stolen items that have been confiscated according to District policy.
8. Temporary placement in another classroom.
9. Grade reductions as permitted by Policy FO (Local) for cheating, plagiarism, and late work. (see Appendix, pages *i-iv*)
10. Rewards or demerits.
11. Behavioral contracts.
12. Sending the student to the office or other assigned area, or to in-school suspension.
13. Restitution for damages to property.
14. Denial of Verification of Enrollment form needed for Driver's License Application or renewal.
15. Loss of credit for not meeting the attendance requirements.
16. Possible legal action against students and/or parents for excessive truancy.
17. Withdrawal of privileges, including participation in extracurricular activities and eligibility for seeking and holding honorary offices.
18. School-assessed and school-administered probation.
19. Suspension.
20. Work study.
21. Disciplinary Alternative Education Placement.
22. Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District. When a student commits a violation that warrants police referral, the police will determine who will contact the parent.
23. Other strategies and consequences as specified by the Student Code of Conduct.

FORMAL REMOVAL BY TEACHER

Behavior Violations

1. Behavior that has been documented by the teacher to repeatedly interfere with classroom learning.
2. Behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with other students in the class.

Student Consequences

DISCRETIONARY REMOVAL

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement, but may result in a routine referral, formal removal, or the use of any other discipline management technique.

FORMAL REMOVAL

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

Any removal of a student by a teacher requires that a Student Code of Conduct violation report be made by the teacher if the student's conduct is a violation of this Code. The principal or appropriate administrator must send a copy of the report to the student's parent or guardian within 24 hours of receiving the teacher's report.

A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program.

If the violation results in formal removal, the administrator will schedule a conference within three school days with the student's parent, the teacher, and the student. The conference should take place after valid attempts to require attendance have been made.

When a student is removed from the regular classroom and a conference is pending, the administrator may not return the student to the regular classroom.

At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.

Following the conference, the administrator shall order the placement of the student as provided by the Student Code of Conduct.

When a student has been formally removed from class, the administrator may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the campus administration, as appropriate and in accordance with policy FNG (LOCAL). Pending any appeal, the student shall be assigned the placement determined by the building administrator.

REMOVAL FROM THE REGULAR EDUCATIONAL SETTING SUSPENSION AND/OR PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATIONAL PROGRAM

Behavior Violations

Discretionary Placements

A student may be placed in a Disciplinary Alternative Education Program (DAEP) if the student engages in any serious or persistent misconduct violations of the Student Code of Conduct as set forth on page 28 of this Code.

The District defines "serious" and "persistent" as two or more occurrences. However, serious can be one time.

The Board or an educator **may recommend** placing students in a Disciplinary Alternative Education Program who are found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
3. Selling, giving, delivering, possessing, manufacturing, or using any form of drug paraphernalia or look-a-like (simulated) drugs.
4. Selling, giving, delivering, possessing, or using any type(s) of electronic incapacitating device (stun gun), mace or pepper spray, or ammunition.

A student **may** be placed in a DAEP at the District's discretion if the superintendent or his designee has a reasonable belief that a student has engaged in conduct away from school which is defined as a felony other than those set out in Title 5 of the Texas Penal Code and determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

DAEP placements for the first discretionary placement shall be for no less than 30 school days pending successful completion of the DAEP program. Students placed in DAEP for the second time in one school year may be placed for a period more than 30 school days pending successful completion of the DAEP program. Students placed for a third placement in one school year shall be placed in DAEP for the remainder of the current semester, unless the placement occurs during the last six weeks of a semester, in which case, the placement may extend until the end of the next semester.

Mandatory Placement (TEC 37.006)

A student shall be placed in Disciplinary Alternative Education Program if the student commits any of the following offenses on or within 300 feet of school property as measured from any point on the school's real property boundary line or while attending a school sponsored or school-related activity on or off school property.

1. Engaging in conduct punishable as a felony.
2. Committing an assault. (Penal Code 22.01(a)1)
3. Making false reports to administrators or law enforcement officials, or making a terroristic threat. (Penal Code 22.07)
4. Selling, giving, delivering, possessing, using, manufacturing or being under the influence of marijuana, a controlled substance, or a dangerous drug.
5. Possessing, using, selling, giving, or being under the influence of an alcoholic beverage; committing a serious act or offense while under the influence of alcohol.
6. Possessing, using or being under the influence of abusable glue or aerosol paint.
7. Behaving in a manner that contains the elements of the offense of public lewdness. (Penal Code 21.07)
8. Behaving in a manner that contains the elements of the offense of indecent exposure. (Penal Code 21.08)
9. Engaging in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs.

In addition, a student **shall** be placed in a Disciplinary Alternative Education Program (DAEP) based on conduct occurring off school property and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student receives deferred prosecution for conduct defined as a Title 5 Penal Code felony offense.
2. A court or jury finds that the student has engaged in delinquent conduct for conduct defined as a Title 5 Penal Code felony offense.
3. The superintendent or designee has a reasonable belief that the student has engaged in a conduct defined as a Title 5 Penal code offense.
4. A student who is younger than 10 years of age shall be placed in a Disciplinary Alternative Education Program (DAEP) if the student engages in conduct that is expellable for students older than age 10. (These offenses are addressed in the expulsion section of the Student Code of Conduct.)

Emergency placement may be ordered by an appropriate administrator when a student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

DAEP placements for mandatory offenses shall be a minimum of 30 school days up to 180 school days, depending on the severity of the offense and the potential impact on the safety and welfare of students and staff on the home campus as well as the potential disruption of the normal instructional process.

The timing of a student's return to the home campus from DAEP may be modified in the interest of instructional continuity.

The campus principal shall have the authority to assign a student to DAEP, whether for discretionary or mandatory placement, for a period of less than 30 school days, based on the circumstances surrounding an individual incident, the student's prior discipline record, or any other extenuating circumstances.

SUSPENSION

State law allows a student to be suspended for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year.
A student who is to be suspended will be given an informal conference by the principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident. The duration of a student's suspension, which cannot exceed three school days, will be determined by the appropriate building administrator. Suspensions may not be appealed beyond the building principal. The use of suspension from school is to be restricted to incidences when the student's presence on campus affects their safety or the safety of others on campus, or incidences of severe disruption where the teacher's ability to teach or the ability of other students to learn is severely hampered by the offending student's presence. Every effort will be made to minimize the amount of time students are suspended from school by utilizing in-school suspension. Any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities will be determined by the principal or other appropriate building administrator.

REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

The Board delegates to the building administrators the authority to remove a student to a Disciplinary Alternative Education Program. The duration of a student's placement in a DAEP will be determined by the assigning administrator. The principal has the final authority on DAEP placement. Within three school days of receiving the Student Code of Conduct violation report, the administrator will schedule a conference with the student's parent, other appropriate administrator, and the student. Until a conference can be held, the appropriate administrator may place the student in:

1. another appropriate classroom
2. in-school suspension
3. out-of-school suspension

Student Consequences (cont.)

At the conference, the student is entitled to written or oral notice of the reasons of the removal, an explanation of the basis for removal, and an opportunity to respond to the reasons for removal.

At the end of or following the conference, and whether or not each requested person is in attendance after valid attempts to require attendance are made, the administrator may order the placement as provided by the Student Code of Conduct.

State law does not permit students who are in a Disciplinary Alternative Education program to participate in any school-sponsored or school-related extracurricular and noncurricular activities.

Students placed in DAEP through the end of the regular school year will not be permitted to participate in graduation activities.

If a student placed in a DAEP for an off-campus (more than 300 feet) felony is later found not guilty or charges are dropped, the superintendent or designee shall schedule a review of the placement with the student's parent or guardian. Decisions to continue DAEP placement may be appealed to the Board of Trustees.

In this instance, parental appeals regarding disciplinary measures should be addressed to the central administration level as appropriate and in accordance with Policy FOAB (Legal). Pending any appeal, the student shall be assigned placement at the Disciplinary Alternative Education Program (DAEP) as determined by the administrator. (DAEP placements may not be appealed beyond the building principal except placements for off-campus, non-Title 5 Penal Code violations).

Any student placed in a Disciplinary Alternative Education Program will be provided a review of the student's status, including academic status, by the DAEP Administrator at intervals not to exceed 120 calendar days. In the case of a high school student, the board's designee, with the student's parent or guardian, shall review the student's progress toward meeting the high school graduation requirements and shall establish a specific graduation plan for the student. At the review the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus.

For placement in a Disciplinary Alternative Education Program to extend beyond the end of the school year, the administration must determine in a subsequent DAEP conference that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others.
2. The student has engaged in serious misbehavior that violates the Student Code of Conduct.

Serious offenses include, but are not limited to the following:

1. Assault of a teacher or other individual.
2. Retaliation against another student or any school employee.
3. Kidnapping.
4. The use, gift, sale, delivery, or possession of any drug paraphernalia.
5. Vandalism.
6. Robbery or theft.
7. Extortion, coercion, or blackmail.
8. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
9. Hazing.
10. Insubordination.
11. Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.
12. Fighting, committing physical abuse, or threatening physical abuse.
13. Sexual harassment of a student or District employee.
14. Possession of or conspiring to possess any explosive, explosive device, or ammunition.
15. Falsification of records, passes, or other school related documents.
16. Possession or distribution of pornographic materials.
17. Leaving school grounds without permission.
18. Making or assisting in making threats, including threats against individuals and bomb threats.
19. Refusal to accept discipline management techniques proposed by the teacher or principal.
20. Sells, gives, delivers to another person, uses or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug, or alcohol.
21. Conspiracy to sell, give or deliver to another person any amount of marijuana, a controlled substance, a dangerous drug, or alcohol.
22. Conduct containing the elements of an offense relating to abusable glue or aerosol paint or volatile chemicals.
23. Any felony offense occurring on campus or at a school-sponsored or school-related event.

The District defines "persistent" to be two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation.

Pending any appeal, the decision of the original hearing will be upheld.

If a student moves into the District after having been placed in the DAEP in another school district, the administrator may continue the DAEP placement as per the terms of the other district's order.

Students who are suspended from school, assigned to DAEP, or JJAEP are not to be present on any school district property nor are they to attend any school sponsored event other than their assigned instructional program. Presence on any school campus while suspended or otherwise restricted is considered criminal trespass. Violators will be referred for appropriate legal action.

EXPULSION

Behavior Violations

Discretionary Expulsions

At the District's discretion, a student **may** be expelled for:

1. Conduct containing the elements of criminal mischief under Penal Code Section 28.03, if punishable as a felony whether committed on or off school property or at a school-related event.
2. Assaulting a teacher or school employee.
3. Selling, giving, delivering, possessing, using, manufacturing or being under the influence of marijuana, a controlled substance, or a dangerous drug.
4. Serious or persistent misbehavior while placed in a Disciplinary Alternative Education Program and continuing to violate the District's Student Code of Conduct.
5. Making false reports to administrators or law enforcement officials, or making a terroristic threat. (Penal Code 22.07)

The District has determined that serious offenses include, but are not limited to the offenses listed on page 88.

Mandatory Expulsions

A student **shall** be expelled for any of the following offenses if committed on school property or while attending a school-sponsored or school-related activity on or off school property:

1. Use, exhibition, or possession of the following, under the Texas Penal Code:
   a. A firearm (Penal Code Section 46.01(3))
   b. An illegal knife (Penal Code Section 46.01(6))
   c. A club (Penal Code Section 46.01(1))
   d. A prohibited weapon (Penal Code Section 46.05)

2. Behavior containing the elements of the following under the Texas Penal Code:
   a. Aggravated assault (Penal Code Section 22.02), sexual assault (Penal Code Section 22.011), or aggravated sexual assault (Penal Code Section 22.021)
   b. Arson (Penal Code Section 46.01(1))
   c. Murder (Penal Code Section 19.02), capital murder (Penal Code Section 19.03), or criminal attempt to commit murder (Penal Code Section 15.01)
   d. Indecency with a child (Penal Code Section 21.11)
   e. Aggravated kidnapping (Penal Code Section 20.04)
   f. Engages in conduct specified by Texas Education Code Section 37.006(a)(3) or (4) if the conduct is punish able as a felony. (Drug related offenses)

A student **shall** be expelled if the student engages in retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related event.

In an emergency, the principal or his designee may order the emergency expulsion of a student, not to exceed ten school days, when people or property are in imminent harm.

Consequences

The Board delegates to the administration the authority to expel students.

The Campus Administrator will schedule a hearing within a reasonable time with the student's parent, building administrator, and the student. The student's parent or guardian will be invited in writing to attend the hearing.

Until a hearing can be held, the appropriate administrator may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- A disciplinary Alternative Education Program

A student facing expulsion will be given appropriate due process as required by the federal constitution. The student is entitled to:

1. The right to be represented by the student's parent/guardian or another adult who is not a District employee who can provide guidance to the student.
2. An opportunity to testify and to present evidence and witnesses in the student's defense.
3. An opportunity to ask questions about the District's evidence.

Not later than the second business day after the hearing, the Board's designee will deliver to the juvenile court a copy of the order expelling the student and information required by Section 52.04 of the Family Code.

The duration of a student's expulsion will be determined by the District on a case by case basis.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of the expulsion.

No District academic credit will be earned for work missed during the period of expulsion [unless the student is enrolled in the District's Disciplinary Alternative Education Program (DAEP) or the Juvenile Justice Alternative Education Program (JJAEP)].

A student who has engaged in delinquent conduct that is an expellable offense and has been found to be an adjudicated delinquent will be ordered to attend the JJAEP from the date of the adjudication. Other students expelled from the district may be referred to the JJAEP.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled student in the Disciplinary Alternative Education Program.

Consequences (cont.)

If a student moves into the District after having been expelled from another school district, the District may continue the expulsion as per the terms of the other district's order.

Parental appeals regarding disciplinary measures taken should be addressed to the central administration level as appropriate and in accordance with Policy FOD (Legal). Pending any appeal, the decision of the original hearing will be upheld.

The building administrator shall inform each teacher of the conduct of a student who has engaged in any violation listed in this section of mandatory expulsions. A teacher shall keep all the information confidential.

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within a reasonable amount of time, but limited to no more than three days after the emergency expulsion, the student will be given appropriate due process as required under TEC Section 37.009.

A student who is removed for emergency purposes will be re-leased to the student's parent, parent's representatives, medical providers, or law enforcement authorities.

PLACEMENT IN A JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

The Board of Trustees has entered into a Joint Memorandum of Understanding with the county juvenile board outlining all issues pertinent to the interaction between the juvenile board and the school district in the operation of the Juvenile Justice Alternative Education Program. Details of this relationship are defined in agreements available for public inspection upon request to the Superintendent of Schools.

STUDENTS WITH DISABILITIES

If the Individualized Education Program (IEP) of a student with a disability under IDEA contains disciplinary sanctions, including emergency removal, suspensions, and removal to alternative education programs, and those sanctions are not currently being challenged in a court or Special Education administrative appeal, the sanctions implemented in accordance with specifications on the IEP shall be followed.

Note: Students with Disabilities

A student with a disability may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD committee determines the misconduct is not related to the disabling condition or inappropriate placement, or failure to implement the IEP.

School personnel may remove a student with a disability who violates a code of student conduct from his/her current educational setting, to an appropriate interim alternative educational setting, another setting, or suspension for not more than 10 school days (to the extent such alternatives are applied to students without disabilities). The decision about the placement will be made by the student's admission, review, and dismissal (ARD) committee.

VIOLENCE PROVISIONS

In an effort to eliminate violence from the Denton Independent School District, the Board of Trustees approved this Violence Provision for all students age ten (10) and older.

Violence Provisions govern any form of violence, fighting and/or physical altercations, abusive language, and threats among students as defined by the Texas Penal Code will be reported to the local police as a violation of the following penal codes: Disorderly Conduct and Assault.

Penal Code 42.01 Disorderly Conduct
A person commits an offense if he intentionally or knowingly:

(1) uses abusive, indecent, profane, or vulgar language in a public place, and the language by its very utterance tends to incite an immediate breach of the peace;

(2) makes an offensive gesture or display in a public place, and the gesture or display tends to incite an immediate breach of the peace;

(3) creates, by chemical means, a noxious and unreasonable odor in a public place;

(4) abuses or threatens a person in a public place in an obviously offensive manner.

(5) makes unreasonable noise in a public place other than a sport shooting range, as defined by Section 250.001, Local Government Code, or in or near a private residence that he has no right to occupy;

(6) fights with another in a public place.

Penal Code 22.01 Assault
A person commits an offense if the person:

(1) Intentionally, knowingly, or recklessly causes bodily injury to another,

(2) Intentionally or knowingly threatens another with imminent bodily injury,

(3) Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

SCHOOL PROCEDURE—In the event of student conduct that violates local policy including violent acts, fighting and/or physical altercations, abusive language, and threats between two or more students, the procedures listed below will be followed:

1. Students are referred to principal or designee who decides whether to report the incident to police.

2. If an incident is not reported, the District's Discipline Management Plan is followed and punishment is administered according to policy (for example, scuffling, profanity, etc. may merit only suspensions).

3. If incident is reported, the following sequence of events will occur:
   a. Police will be notified according to local policy;
   b. Parents will be notified by either the administrator or the police and told where the student will be detained;
   c. Students may be removed from campus by police with possibility of citation and a hearing before the municipal judge within ten (10) days, or if the offense is serious enough, the student may be incarcerated according to state law and will be prosecuted to the fullest extent of the law;
   d. Students shall be suspended from school for a maximum of three (3) days (42.01,1-5);
   e. Parents must initiate meeting with the principal during the term of the suspension.

4. Violations for fighting include an immediate three-day suspension from school.

5. Persistent offenses may result in suspension and recommendation for assignment to an Alternative Educational Placement in accordance with state statutes, state regulations, and district policies.

6. Persistent offenses (two or more previous suspensions) for fighting (42.01, 6) will result in DAEP placement.

7. Offenses for assault will result in a 3-day suspension and a DAEP placement (Ch. 37).

Our hope is that the establishment of the above procedure will curtail the frequency of violence of any form at school and will provide all students a safe, threat-free environment which they deserve.

(Adopted by Board of Trustees, March 9, 1993) (Amended, January 27, 1994)

In summary, if your son or daughter is involved in a fight or engages in a physical altercation, abusive language, or threats during school hours, on school property, or during a school-related event, the school principal or designee responsible for discipline will consider the circumstances and the parents will be notified by either the administrator OR the police. Your child will be released into the custody of the police. The police will have the option of citing any student offender(s) with disorderly conduct and/or assault. Parents and/or student offender(s) may be responsible for fines up to ($500) five hundred dollars.

TRANSPORTATION SERVICES

As part of our aim to provide ample opportunity for an education, the Texas State Board of Education and the district fund transportation for all students who live two miles or more from the school that they are assigned to attend. To accomplish this, we require the cooperation of all students and parents.

REGISTRATION FOR TRANSPORTATION SERVICES

Denton ISD students must register for transportation services prior to riding the bus. This registration process will allow the District to verify each student's address and eligibility for services. Eligibility will be determined at the time of registration. Parents & guardians may obtain an Application for Bus Transportation Services in the following manner:

1. Pick up an application at DISD Transportation, 5093 E. McKinney Street, Denton, Texas.
2. Submit an on-line application by going to our website. www.dentonisd.org

Parents or Guardians are required to notify your student's home school or campus and DISD Transportation (940-369-0300) should there be a change of address or phone number during the school year.

DISD School Bus Access Program

- Students who have registered for bus services will be assigned a "*Bus Student Access Card.*"
- This will allow the DISD Transportation Department to promote student safety and security through the daily monitoring of fleet operations and ridership.
- The program will provide accurate information as to the location of all school buses & where and what time a student gets-on or off the bus at a bus stop.
- Students are required to carry their "*Bus Student Access Card*" every time they ride a Denton ISD school bus.
- A replacement card can be purchased for $3 (exact change) at Denton ISD Transportation, 5093 E. McKinney, Denton, TX 76209 or at the Navo Satellite Office located behind Navo Middle School, 1701 Navo Rd., Aubrey, TX 76227.

STUDENT MANAGEMENT AND DISCIPLINE PROCEDURES

Bus Safety Rules - Rules defining student conduct are designed to protect the passengers and shall include, but not be limited to, the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions in regards to bus safety rules and bus operations at all times.

2. Maintain their assigned Bus Student Access Card on their person when boarding and off-loading a district school bus.

3. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride that bus. Students **WILL NOT** be allowed to ride any bus other than assigned bus. Students will be transported to/from designated stop and to/from designated school only. Designated stops are assigned by the Transportation Department based on the student's recorded home address. Emergency transportation may be granted on a temporary basis in some cases. A supervisor at the Transportation Department must approve emergency transportation for students riding other buses. **Notes from parents/guardian will not be accepted as authorization to ride a bus.**

4. Buses will stop at designated stops only. Students are to arrive at their bus stop (5) five minutes before their pick up time. Students will wait next to (but not in) the street, driveway or parking lot. Students must wait for the bus to come to a complete stop before approaching to board or standing to leave the bus.

5. Stay in your seat and face the front: Students will remain properly seated at all times and not block the center aisle *(facing forward keeping feet on the floor in front of them).* All students will remain inside their seat compartment at all times. Any or all students may be assigned a seat.

6. Students must keep their hands, head, feet and personal objects inside the bus at all times. No yelling or communicating out of an open window.

7. Scuffling, shoving, hitting, or fighting is prohibited on the bus and at designated bus stops**. Zero tolerance will be applied.** Students must keep all body parts and personal objects from contacting another student.

8. No spitting. No student shall cause their body fluids to make contact with other persons and/or common objects on the bus.

9. Littering or throwing items inside or from the bus is prohibited.

10. Students are not allowed to consume food or drink or tobacco products on the bus. (Exception: During extreme heat, drivers may allow students to consume water only.)

11. Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.

12. Students are not to engage in loud talking, yelling, using profanity, abusive or inappropriate language, displaying obscene gestures or gang signs. The bus driver may require any or all students to be silent on the bus.

13. Students are not to engage in verbal or physical behavior that constitute Sexual Harassment of another person.

14. Students shall comply with the Denton ISD dress code on all buses.

15. Students shall refrain from cell phone use or paging devices on bus (unless authorized by driver for emergency purposes).

16. Students are not allowed to bring animals or harmful objects on the bus (i.e., weapons, drugs, alcohol, tobacco, fireworks, laser lights, etc.).

17. Band instruments or class projects are allowed on Denton ISD buses provided they can be held by the student (not taller than shoulder or seat high), fit in the seat with the student, do not interfere with the availability of seating for other students, and do not interfere with the safety of students or bus operation. In the event that any of these conditions exist, parents will be notified by Transportation that they must provide an alternate means of transporting their child's instrument and/or project to and from school.

18. Students are not to engage in any other conduct that disrupts the safe operation of the bus.

19. All Denton ISD Campus and Transportation policies and rules are enforceable within 300 feet of any DISD bus stop or campus.

20. The unauthorized use of cameras and recording devices are prohibited on school buses.

LOADING/UNLOADING THE BUS

A. PROCEDURES FOR WAITING FOR THE BUS

1. Be at your bus stop five minutes before the scheduled pick-up time.
2. Students will wait next to (but not in) the street, driveway or parking lot.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, go home immediately.
6. Parents/guardians should instruct their children on what procedures to follow if the bus is missed.

B. LOADING THE BUS

1. Scuffling, shoving, hitting or fighting is prohibited on the bus and at designated bus stops. Zero tolerance will be applied. Student must keep all body parts and personal objects from contacting another student.
2. Use the handrail and steps.
3. Go directly to your seat and sit down. The bus will not move until all students are properly seated.
4. Any or all students may be assigned a seat.
5. Students must scan access cards while boarding the bus.

C. GETTING OFF THE BUS

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Stay clear of the bus when the engine is running. Do not chase or hang on to the bus at any time.
5. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.
6. All students should exit the bus and immediately take several steps away from the bus.
7. It is the parents' responsibility to insure younger students are not left unattended at bus stops.
8. Students must scan access cards while exiting the bus.

D. CROSSING THE STREET OR HIGHWAY

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right corner of the bus and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

ACCIDENTS OR EMERGENCIES

1. Follow the driver's directions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used in an emergency situation.
   A. The student nearest the door will open the door and assist everyone in exiting.
   B. Leave the bus in a single file as quickly and quietly as possible.
   C. Evacuation will start with the seat closest to the door.
   D. Once outside the bus, follow the driver's directions completely.

EXTRACURRICULAR TRIPS

1. Bus rider rules apply to all school sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must return clean when returning from the trip.
4. UIL Participation Rules Apply.

BUS DISCIPLINE PROCEDURES

Bus Discipline Procedures—Riding a school bus that serves this district is a privilege. The driver is recognized as the authority on the bus and has control over daily operations. The following procedures shall be followed when inappropriate behavior occurs on a bus serving a regular route or an extracurricular activity: **PLEASE NOTE: THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL DAY. ALL RULES AND GUIDELINES IN THE STUDENT CODE OF CONDUCT APPLY ON THE SCHOOL BUS.**

a. The Assistant Director of Transportation shall be responsible for enforcing discipline on all buses. All transportation personnel are authorized to ensure the department and district discipline management guidelines are followed.

b. The Assistant Director of Transportation or designee will investigate a student and contact parents by phone or mail if their child is involved in inappropriate behavior. If the consequences dictate a suspension, the parents will be notified by phone or home delivery of the suspension dates. **Parents of suspended bus riders are responsible for their transportation to and from school.**

c. The bus driver will report misconduct to the Assistant Director of Transportation or designee using a Driver Safety Notice or Bus Safety Report. Copies of the Bus Safety Reports will be sent to the parent, building principal, and placed on file in the Transportation Department office.

d. Students who violate bus safety rules will receive the following consequences:

- First Violation – **Warning**—A Bus Safety Report is issued.
- Second Violation – **Three day Suspension**—A Bus Safety Report is issued.
- Third Violation – **Five day Suspension**—A Bus Safety Report is issued.
- Fourth Violation – **Ten day Suspension**—A Bus Safety Report is issued.
- Fifth Violation – **Thirty day Suspension**—A Bus Safety Report is issued.
- Sixth Violation – **Indefinite**—Student will be suspended from the bus for the remainder of the school year.

Severe Clause – **If a student's conduct seriously jeopardizes the safety of the other students and/or the driver or engages in any illegal activity, a suspension will be immediately placed into effect.**

e. Students who violate the Student Code of Conduct while under the jurisdiction of the Transportation Department will be referred to the appropriate campus administrator for additional assessment of discipline consequences.

Video surveillance may be in operation on your child's bus to help in maintaining a safe and orderly bus. Federal law prohibits the school district from releasing the video to any member of the public except to law enforcement officials (Family Educational Rights and Privacy Act).

DISRUPTION OF TRANSPORTATION

Any student who disrupts the continuation of a bus route and forces the driver to stop the bus due to unsafe or illegal behavior may be guilty of disruption of public transportation. Suspension from the bus and/or fines may result.

Education Code 37.126. Disruption of Transportation

(a) Except as provided by Section 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by a county or independent school district.

(b) An offense under this section is a Class C misdemeanor.

PARENTS BOARDING OR STOPPING BUSES

To insure the safety and security of all students on Denton ISD buses, parents may not board the bus at any time. Should you need to discuss an issue with the bus driver, please contact our office at (940) 369-0300. The driver has been instructed not to engage in discussions with parents on route to avoid route delays.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT DISD ACCEPTABLE USE POLICY

The Denton ISD Acceptable use Policy applies to all users of Denton ISD's Electronic Communications Systems. Users include:

- Denton ISD employees
- Denton ISD students
- Contractors
- Consultants
- Student Teachers
- Temporary workers
- Any third parties that use the system

Student Acceptable Use Policy

DISD is pleased to offer students access to a computer network for file sharing, storage, printing, electronic mail and the Internet while at school. Parents that prefer their child not have computer access should send a request in writing to the campus principal. Educating minors about appropriate online behavior such as interacting with other individuals on social networking websites, chat rooms and cyber bullying will be addressed by campus DISD staff such as Curriculum Technology Specialists, Technology Integrators, teachers and counselors.

Web Enabled Devices from Home

DISD will grant students in grades 6-12 permission to bring a personal web-enabled device from home to campus for their academic use. Student use of personally-owned devices in the classroom setting will be at the discretion of campus administration and/or classroom teachers.

Students who use web-enabled devices from home will have access to wireless Internet but will not have access to any district drives such as network folders. Network drives can only be accessed via district machines.

Students must check in their device with the Campus Tech as well as give them the administrator login to the device. A service tag will be placed on the device to let staff know the device has been checked in.

DISD is not liable for any loss or damage incurred, nor can it load any software onto a student web-enabled device (software & hardware). Students should secure their devices in a locked locker. All students' laptops and digital devices should be clearly labeled with the student's name.

Identity theft is a growing problem. We recommend that any personally sensitive files (such as tax documents, social security information, bank records, etc.) are removed from any device before it is used on campus.

Users will not loan their device to someone else. The user is responsible for any content on the device regardless of how it originated.

All technological devices brought onto a DISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

DISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of district or personal resources will be settled at the discretion of District personnel.

What is expected?

The DISD Student Code of Conduct applies to electronic interaction, just as it would in any face to face interaction. Communications on the network are often public in nature. General campus and district rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources or personal computer resources used on district property. The students are advised never to access, keep, or send anything that they would not want their parents, teachers, or administrators to see.

Monitored Use

Electronic mail transmissions and any other use of the electronic communications system by students are not confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes.

Access to district approved email accounts and the Internet will allow students access to available online textbooks, explore thousands of libraries, databases, museums, and other repositories of information, and to collaborate with other Internet users around the world. The district filters the Internet for objectionable material. However, families should be aware that some material might still contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the district are to use Internet resources for constructive, educational goals, students may find ways to access other materials. We believe the educational benefits, access to informational resources, and opportunities for global collaboration exceed the disadvantages. The district considers computer and guided Internet use a part of the instructional program just like a textbook.

Privacy/Security

Network storage areas and school and personal web-enabled devices brought on school property can be treated like school lockers. Students should never access network accounts, network folders, and files that are not theirs. Students will not circumvent District security measures. DISD may revoke any District user’s access until the violation is reviewed by appropriate district administrators. Network administrators may review communications and content to maintain system integrity and to ensure that students are using the system responsibly. The user understands and agrees to assume all risks and responsibilities when using their personal devices. The user is responsible for any content on their device, regardless of how it originated.

Storage

Users are expected to remain within allocated disk space for all district owned resources. Students should never download or install any software or applications onto network drives or disks. Any assumed violation will be reported to the appropriate district administrator and the user's privilege revoked until the concern of violation is reviewed by the appropriate district administrator.

Posting Policies

DISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

- Student authored work
- Pictures, audio or video of a student (alone or in a group)
- Student Names

Inappropriate Materials or Language

Profane, abusive, or objectionable language or material may not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers, parents or administrators to see. Should students encounter such material by accident, they should report it to their teacher immediately. Any assumed violation will be reported to the appropriate district administrator and the user's privilege revoked until the concern of violation is reviewed by the appropriate district administrator.

General Guidelines for Using Technology

1. I understand the DISD Student Code of Conduct applies to electronic interaction, just as it would in any face to face interaction.
2. I understand that passwords are private. I will not allow others to use my account name and password, nor will I use other account names and passwords.
3. I will be polite and use appropriate language in my electronic mail messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.
4. I will use electronic mail and other means of communications such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
5. I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites such as MySpace and Facebook should not reflect negatively on my fellow students, teachers, or on the District.
6. I understand that masquerading, spoofing, or pretending to be someone else is forbidden.

This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if I encounter materials which violate appropriate use.
8. I will use technology resources productively and responsibly for school-related purposes.
9. I will refrain from attempting to bypass, or circumvent, security settings or Internet filters, or interfere with the operation of the network by installing software or web-based services.
10. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
11. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
12. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use and for the purpose designated by my teacher.
13. I will follow all guidelines set forth by the District and/or my teachers when publishing schoolwork online such as a website, blog, wiki, discussion board, podcasting or video server.
14. I understand the Internet is a source for information that is both true and false and that the school is not responsible for inaccurate information obtained from the Internet.
15. I understand that district and/or campus administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
16. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.
17. I understand that any reported assumed violation of the Student Acceptable Use Policy will be judged by the appropriate district administrator. I also understand that any or all of my privileges may be revoked at any time until the appropriate administrator reviews the concern or violation and makes a ruling.
18. I understand that any dispute involving the Acceptable Use Policy will be settled at the discretion of the school or district administrator that is responsible for student discipline.

Any dispute involving Acceptable Use of district or personal resources will be settled at the discretion of District personnel.

Student AUP Resource Material
APPROVED BOARD POLICY [CQ (LOCAL)]

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees in accordance with administrative regulations.
Access to the District's electronic communications system is a privilege, not a right.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations and guidelines may result in suspension

or termination of privileges and other disciplinary action consistent with District Policies. [See DH, FNC, CQ, FO, and the Student Code of Conduct]
Violations of law may result in criminal prosecution as well as disciplinary action by the District. The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See CQ]

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Training

Denton ISD will provide training to users in proper use of the system and will provide all users with copies of the Denton ISD Acceptable Use Policy. All Denton ISD training for the system will emphasize its ethical use.

Copyrighted Materials

Copyrighted software of data may not be installed on the system without permission from the holder of the copyright. Only the owner of the copyright (or individuals the owner specifically authorizes in writing) may upload copyrighted material to the system.

Internet Safety

Denton ISD will use technology protection measures to prevent users and students from accessing pornography or other material deemed harmful to minors. Technology Protection Measures are defined as specific technologies that block or filter Internet access to inappropriate content. Inappropriate content is defined as:

- Obscene, as defined in section 1460 of title 18, United States Code.
- Child pornography, as defined in section 2256 of title 18, United States Code.
- Harmful to minors (including Websites about violence, racism/hate).
- Disruptive to learning in the classroom (including sites with non-educational games).
- Inappropriate for minors (including websites that contain hacking instructions, Web email, Adware, Spyware, SPAM Internet fraud and scams and any other areas deemed inappropriate determined by the campus administrator).
- Harmful to the technology protection measure (including Websites with proxy servers that can be used to bypass the filters).
- Illegal (including piracy Websites).
- Personal Web spaces should not identify the user's relationship to Denton ISD.
- Controls on the technology protection measures may be updated daily. Sometimes the controls may prevent access to sites needed for educational or administrative use. If a user needs to access a blocked site, they may submit a HEAT ticket to have the Website reviewed.

Responsibilities

The Superintendent will designate a district-level administrator to:
- Disseminate and enforce acceptable use policies and guidelines at the district level.
- Ensure that all users read and sign an agreement to abide by Denton ISD's policies and guidelines regarding use of the system.
- Have campus personnel store student signed agreements (electronic or handwritten).
- Monitor activity on the system (as needed).
- Establish a retention schedule for messages on any electronic bulletin board.
- Remove local messages that are inappropriate.
- Set limits for disk utilization and mailbox sizes on Denton ISD's system.

Principals will designate campus-level coordinators to:
- Disseminate and enforce acceptable use policies and guidelines at the campus level.
- Ensure that teachers adequately supervise their students and are responsible for their students' use of the system.
- Ensure that teachers who supervise students provide training to students that emphasize appropriate use of the system.

Cyber-Bullying and Harassment

Threatening, harassing, and/or bullying others using electronic means to include the Internet and/or mobile technology is strictly prohibited.

Vandalism and Abuse

Vandalism is activity that intends to harm or destroy any part of the system, another user's data, or any agencies or network connected to the Internet or using any means to possess vandalism tools on network drives, pen drives, removable media, or the local computer.

Vandalism includes deliberate attempts to degrade or disrupt system performance. Vandalism includes, but is not limited to,
- Denials of Service (DOS) attacks
- Distributed Denial of Service (DDoS) attacks
- Uploading or creating viruses
- Using keystroke recording systems
- Loading Spyware or Adware
- Using port scanners or other tools to do network reconnaissance
- IP spoofing
- Man-in-the-Middle attacks
- Traffic sniffing
- Using any other tools to hack into or spy on the system

Vandalism is strictly prohibited and vandals will lose access to the system and must provide restitution for hardware and software costs associated with system restoration.

Vandals may be prosecuted under applicable state and federal laws.
Denton ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to vandalism of Denton ISD's system, any other system or any investigation of misuse.

Email Abuse

Attempts to read, delete, copy, or modify the electronic mail of other users or deliberate interference with the ability of other system users to send/receive email is prohibited. Forgery or attempted forgery of email is prohibited.

Plagiarism

Copying any content from the Internet or the system that doesn't belong to the user and claiming that the content is the property of the user is prohibited. Users must cite the source when including content from the Internet or the system.

Third Party Content

Users and parents of students with access to the system should be aware that users and students might access other systems in the global network that may contain inaccurate and/or objectionable material.

Any student or employee who brings prohibited materials into the system is subject to suspension, revocation of access, and is subject to disciplinary action in accordance with the Student Code of Conduct.

Revocation of Access

If any user violates the Acceptable use Policy, Denton ISD may suspend the user's access to the system. Denton ISD will terminate the user's accounts on the date the principal or Denton ISD administrator receives notice of student withdrawal or revocation of system privileges, or on a future date if specified in the notice.

Disclaimers

System Access: Access to the system is provided on an "as is, available" basis. Denton ISD does not make any warranties with respect to any services provided by the system and about any information or software contained on the system. Denton ISD does not guarantee that the functions or services performed by, or that the information of software contained on the system will meet the user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

User Information: Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system belong to the providers and not Denton ISD.

Liability

Denton ISD is not liable for inappropriate use of Denton ISD's system or violations of copyright restrictions, mistakes or negligence caused directly or indirectly by users, or costs that users incur. Denton ISD is not responsible for ensuring the accuracy or usability of any information on the Internet.

APPENDIX

- Denton ISD Academic Ingegrity Policy
- Elementary School Grade Calculations, Grades 2-5
- Middle School Grade Calculations
- High School Grade Calculations
- AP Grade Calculations
- Glossary of Terms

Denton ISD Academic Integrity Policy

Academic integrity is an essential element to the Denton Independent School District's philosophy and practice of promoting academic excellence. For an academic institution to be successful, an honor code and consequences for violating the honor code must be established. Indeed, once the student is in a university, college, or workplace, any form of dishonesty will result in serious penalties, including automatic course failure and expulsion, losing your job, etc. Cheating, dishonesty, and plagiarism will not be tolerated in Denton Independent School District.

Cheating includes, but is not limited to, the following examples:

- Taking, stealing, and/or using an assignment from someone else and submitting it as one' s own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.
- Giving answers to another student for an assignment or exam.

Dishonesty includes, but is not limited to, the following examples:

- Agreeing with other students to commit academic dishonesty.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from research which was never performed.

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

Plagiarism is defined in *Webster's New International Dictionary of the English Language* as:

"To steal or purloin and pass off as one's own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another."

The *MLA Style Manual and Guide to Scholarly Publishing* further defines plagiarism as:

"Forms of plagiarism include the failure to give appropriate acknowledgments when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas."

Gibaldi, Joseph. MLA Style Manual and Guide to Scholarly Publishing. New York: The Modern Language Association of America, 1998.

***Plagiarism.org* indicates:**

"Plagiarism is the improper use of, or failure to give credit to another person's writing, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own."

Denton ISD Academic Integrity Policy

Consequences for cheating/plagiarism are as follows:

Offense	Process	Person Responsible	Consequence(s)
1st	1. Document suspected or observed cheating/dishonesty/plagiarism.	Classroom Teacher	
	2. Conference with student and determine whether or not cheating/plagiarism has occurred.	Classroom Teacher	
	If the teacher concludes that cheating/plagiarism has occurred: 3. Mandatory contact with parent • Document the contact • Identify consequences administered	Classroom Teacher Campus Administrator	• Zero grade for the assignment • Possible 1 day in ISSC • Place documentation in *Academic Integrity Folder* within the *Discipline Folder*
	4. Inform the following campus staff: • Academic Instructional Leader (Department Chair) • Student's assigned assistant principal • Coach(s) – specific to student's involvement • Sponsor(s) – specific to student's involvement • National Honor Society	Classroom Teacher	
	5. Place documentation in the student's *Academic Integrity Folder* until the end of the academic school year.	Classroom Teacher	

Denton ISD Academic Integrity Policy

Consequences for cheating/plagiarism are as follows:

Offense	Process	Person Responsible	Consequence(s)
2nd	1. Document suspected or observed cheating/dishonesty/plagiarism.	Classroom Teacher	
	2. Conference with student and determine whether or not cheating/plagiarism has occurred.	Classroom Teacher	
	If the teacher concludes that cheating/plagiarism has occurred: 3. Mandatory contact with parent • Document the contact • Set up a meeting	Classroom Teacher	
	4. Mandatory meeting; bring copies of • Documentation of work in question • DISD Academic Integrity Policy	Classroom Teacher Department Chair Parent Student Assistant Principal Counselor	• Zero grade for the assignment • Possible 2 days in ISSC • Possible removal from Pre-AP/AP course in which the offense occurred • Documentation in *Academic Integrity File*
	5. Inform the following campus staff: • Coach(s) – specific to student's involvement • Sponsor(s) – specific to student's involvement • National Honor Society	Classroom Teacher	
	6. Place documentation in the student's *Academic Integrity Folder* until the end of the academic school year.	Classroom Teacher	

Denton ISD Academic Integrity Policy

Consequences for cheating/plagiarism are as follows:

Offense	Process	Person Responsible	Consequence(s)
3rd	1. Compile evidence of suspected or observed cheating/plagiarism.	Classroom Teacher	
	2. Conference with student and determine whether or not cheating/plagiarism has occurred.	Classroom Teacher	
	If the teacher concludes that cheating/plagiarism has occurred: 3. Mandatory contact with parent • Document the contact • Set up a meeting	Classroom Teacher	
	4. Mandatory meeting; bring copies of • Documentation of work in question, • DISD Academic Integrity Policy, and • Consequences to be administered	Classroom Teacher Department Chair Parent Student Assistant Principal Counselor	• Zero grade for the assignment • Suspension • Removal from Pre-AP/AP course in which the offense occurred • Possible ineligibility for any extra-curricular activities • Documentation in Academic Integrity Folder
	5. Inform the following campus staff: • Coach(s) – specific to student's involvement • Sponsor(s) – specific to student's involvement • National Honor Society	Classroom Teacher	
	6. Place documentation in the student's *Academic Integrity Folder*	Classroom Teacher	

Denton ISD Academic Integrity Policy

This document was compiled based upon the honor codes and definitions of academic integrity from the following:

Academic Integrity: What Every Aggie Needs To Know. Texas A&M University. 25 Oct 1996. 7 Feb 2004. http://www.chem.tamu.edu/class/fyp/integrty.html.

Beaconsfield High School Department of English. *Plagiarism Policy*. 24 Nov 2000. 7 Feb 2004. http://www.novalink.ca/bhs/Plagiarism.html.

High School in the Community. *High School in the Community Plagiarism Policy*. 7 Feb 2004. http://www.homestead.com/hsonline/files/Plagiarism_Policy.htm.

Oxnard High School English Department. *Plagiarism Policy*. 7 Feb 2004. http://www.ouhsd.k12.ca.us/sites/ohs/depts/engl/plagiarism_policy.htm.

Staples High School. *Academic Integrity Policy: Regarding Plagiarism* . 5 Dec 2001. 7 Feb 2004. http://shs.westport.k12.ct.us/mjvl/shs/plagiarism.htm#justification.

Student Press Review. "Mass. High School's Policy Clearly Defines Plagiarism and Consequences." Columbia Scholastic Press Association: Columbia University, 2001. 7 Feb 2004. http://www.studentpressreview.com/news/2003/01/17/EthicalMatters/Mass-High.Schools.Policy.Clearly.Defines.Plagiarism.And.Consequences-345628.shtml.

Tipton High School. *Tipton High School: Honor Code*. 7 Feb 2004. http://www.tcsc.k12.in.us/hs/forms/Adobe%20Forms/honor%20code%20123.pdf.

Washington Township Public Schools. "Plagiarism." 23 Oct 2003. 7 Feb 2004. http://www.wtps.org/wths/imc/ProfessionalDevelopment/plagiarism.htm.

College and University Honor Code Web sites

Baylor University: http://www3.baylor.edu/StudentHandbook/pp_constitution.htm

Texas A&M: http://www.aggiecorps.org/home/about/aggiecode

Duke University: http://www.duke.edu/web/HonorCouncil/links.htm

Kansas State: http://www.ksu.edu/honor/

Rice University: http://www.ruf.rice.edu/%7Ehonor/

University of Colorado: http://carbon.cudenver.edu/catalog/2002-2003_pdf/Cat6.pdf

University of Oklahoma: http://www.ou.edu/provost/pronew/content/integritymenu.html

University of Texas at Arlington: http://www2.uta.edu/discipline/academic_integrity.htm

Elementary School Grade Calculations
Grades 2-5
All Subjects

Formative Assessments	Summative Assessments	Independent Practice
60%	**30%**	**10%**
An ongoing evaluation used to check for student understanding. (may include but are not limited to daily work, some labs, or short quizzes)	An evaluation used to assess student mastery. (may include but are not limited to tests, quizzes, some labs or projects)	Practice on previously taught skills. (may include but are not limited to homework, warm-ups, or journals)

Middle School Grade Calculations

English Language Arts

Course	Daily (may include, but is not limited to class activities and homework)	Quizzes (may include, but is not limited to quizzes, minor tests, minor projects)	Major (may include, but is not limited to major tests, projects, research)
6th Grade Reading 6th Grade English 6th Grade ESL	50%	20%	30%
7th Grade Reading 7th Grade English 7th Grade ESL	40%	25%	35%
8th Grade Reading 8th Grade English 8th Grade ESL	30%	30%	40%

Mathematics

Course	Classwork/Homework (homework, classwork, class participation)	Quizzes	Tests/Projects
7th Grade Advanced Math 8th Grade Algebra 1 8th Grade Geometry	20% minimum of 2 grades per 6 wks	30% minimum of 2 grades per 6 wks	50% minimum of 2 grades per 6 wks
6th Grade Mathematics 7th Grade Mathematics 8th Grade Mathematics	40% minimum of 1 grade per week	20% minimum of 2 grades per 6 wks	40% minimum of 2 grades per 6 wks

	Classwork (including participation)	Tests/Quizzes/Projects
Mathematics Acceleration 6, 7, 8	60%	40%

Science

Course	Daily (classwork, homework, quizzes, class participation)	Labs	Majors (Tests/Projects)
6th Grade Science	33%	33%	34%
7th Grade Science	35%	30%	35%
8th Grade Science	30%	30%	40%

Social Studies

Course	Homework/Classwork (classwork, homework, quizzes, class participation)	Tests/Projects
6th Grade Social Studies	70%	30%
7th Grade Social Studies	65%	35%
8th Grade Social Studies	60%	40%

Middle School Grade Calculations

Languages Other Than English

Course	Exams/ Major Projects	Quizzes/ Minor Projects	**Communicative Activities** (may include, but not limited to listening, speaking, daily work, diarios/journals, ratings, in-class discussions/corrections of homework, skits)	Homework
Spanish 1	25%	25%	40%	10%
Spanish for Spanish Speakers	20%	20%	50%	10%

EXPO (Gifted and Talented Program)

Course	**Daily** (may include, but is not limited to class activities and homework))	**Quizzes** (may include, but is not limited to quizzes, minor tests, minor projects	**Majors** (may include, but is not limited to major tests, projects, research)
6th Grade EXPO	50%	20%	30%
7th Grade EXPO	40%	20%	40%
8th Grade EXPO	30%	20%	50%

Art, Band, Choir, Orchestra, Theatre Arts

Category	**Performance/Product**	**Fundamentals/Processes/Participation**	**Skills**
Weight	**30%**	**50%**	**20%**
Description	Concerts; Festivals; Completed art works; Portfolios; Written tests; Response/evaluation critiques; Play performances; Research papers; Classroom project presentations; Arts etiquette	Participation; Sight-reading; Scales, Daily warm-ups; Sketchbooks; Materials checks; Vocabulary; Technique exercises for art, drama and music; Posture; Breathing; Hand position; Script writing	Sectionals; Written work; Practice journals; Daily quizzes; Oral tests; Playing/ singing tests; Video/Audio-taped performance tests; Classroom performances; Peer evaluations

High School Grade Calculations

Course	Daily (may include, but not limited to class activities, homework, quizzes)	Major (may include, but not limited to major tests, projects, research)
Reading English 1 English 2	50%	50%
English 3 English 4	40%	60%
Literary Genres Creative Writing	50%	50%
Pre-AP English 1 Pre-AP English 2	40%	60%

English Language Arts

Course	Daily	Projects	Tests
ESOL 1 ESOL 2 ESOL 3	60%	20%	20%

Languages Other Than English

Course	Tests/ Major Projects	Quizzes	Classwork and Homework	Notebooks and Participation
ASL 1 ASL 2 ASL 3 ASL 4	30%	20%	40%	10%

Course	Exams Major Projects	Quizzes/ Minor Projects	Communicative Activities (may include, but not limited to listening, speaking, daily work, diarios/journals, ratings, in-class discussions/corrections of homework, skits)	Homework
Spanish 1 Spanish 2 Pre-AP Spanish 2 Spanish 3 Pre-AP Spanish 3 Spanish 4	25%	25%	40%	10%
SSS 1-2 SSS 3	20%	20%	50%	10%

High School Grade Calculations

Course	Tests/ Major Projects	Quizzes Minor Projects	Daily (may include, but not limited to homework classwork, oral component)
Latin 1 Latin 2 Pre-AP Latin 2 Pre-AP Latin 3	50%	25%	25%

Course	Tests/ Major Projects	Quizzes Minor Projects	Essays/ Projects
German 1 German 2 Pre-AP German 2 German 3	40%	40%	20%
Pre-AP German 3	35%	35%	30%

Course	Daily	Major
French 1 French 2 Pre-AP French 2 French 3 Pre-AP French 3 French 4	60%	40%

Mathematics

Course	Homework	Quizzes	Tests/Projects
Algebra 1 Geometry Algebra 2 Pre-Calculus	20%	30%	50%
Pre-AP Geometry Pre-AP Algebra 2 Pre-AP Pre-Calculus	15%	25%	60%

High School Grade Calculations

Science

Course	Homework/Classwork	Labs	Tests/Projects
All Science Courses (including Pre-AP)	25%	25%	50%

Social Studies

Course	Homework/Classwork	Tests/Projects
All Social Studies Courses (except Pre-AP and AP)	40%	60%
Pre-AP Social Studies Courses	30%	70%

Other

Course	No Categories Needed
Journalism Yearbook Newspaper Photojournalism	All grades receive the same weight

Course	Speeches	Tests	Daily
Communication Applications	50%	30%	20%
Public Speaking	All grades receive the same weight		
Debate	All grades receive the same weight		

Denton ISD High School Fine Arts Grading Guidelines

	ART		
Category	**Major Grades (Projects, Exams, Research)**	**Sketches/Quizzes**	**Daily Grades**
Weight	**60%**	**20%**	**20%**

	BAND		
Category	**Process/Fundamentals/Participation**	**Performance/Product**	**Skills**
Weight	**50%**	**30%**	**20%**

	CHOIR		
Category	**Process/Daily Grades**	**Rehearsal/Performance/Product**	**Tests/Quizzes**
Weight	**50%**	**30%**	**20%**

	ORCHESTRA		
Category	**Concerts/Written and Playing Tests**	**Rehearsal/Sectionals**	**Written Work/Participation**
Weight	**50%**	**25%**	**25%**

	THEATRE ARTS		
Category	**Process/Daily Grades**	**Tests/Quizzes**	**Product/Projects**
Weight	**50%**	**30%**	**20%**

	DANCE		
Category	**Process/Participation**	**Tests (Skills and Written Tests)**	**Journal Writing**
Weight	**60%**	**20%**	**20%**

AP Grade Calculations

English

Course	Daily (may include, but not limited to class activities, homework, quizzes)	Major (may include but not limited to tests, projects, research)
AP English 3	25%	75%
AP English 4	25%	75%

Languages Other Than English

Course	Exams/Major Projects	Quizzes/ Minor Projects	Communicative Activities (may include, but not limited to listening, speaking, daily work, diarios/journals, ratings, in-class discussions/corrections of homework, skits)	Homework
AP Spanish 4 AP Spanish 5	25%	25%	40%	10%

Course	Exams/Major Projects	Quizzes/Minor Projects	Daily (may include, but not limited to homework, classwork, oral component)
AP Latin 3 AP Latin 4	50%	25%	25%

Course	Classwork	Quizzes/Minor Projects	Homework
AP German 4	50%	25%	25%

Course	Major	Daily
AP French 4	60%	40%

Mathematics

Course	Major	Minor
AP Statistics	70%	30%
AP Calculus 1st 6 weeks	50%	50%
2nd 6 weeks	60%	40%
3rd 6 weeks	70%	30%
4th-6th 6 weeks	80%	20%

Computer Science

Course	Tests	Homework/Quizzes	Program Assignments
AP Computer Science A	20%	30%	50%
AP Computer Science AB	20%	30%	50%

Science

Course	Homework/Classwork	Labs	Tests/Projects
AP Science Courses	15%	25%	60%

Social Studies

Course	Homework/Classwork	Tests/Projects
AP Social Studies Courses	30%	70%

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

Americans With Disabilities Act (ADA) Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA's nondiscrimination standards also apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and its implementing rules.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance Review Committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavioral needs, as well as supervision and counseling.

EOC assessment are end-of-course tests, which are state-mandated, and are a part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011-2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

Language Proficiency Assessment Committee (LPAC) plays a pivotal role in the education of Limited English Proficient (LEP) students. The LPAC's role extends beyond the responsibilities established under the Texas Administrative Code, 19 TAC Chapter 89, Subchapter BB, and Commissioner's Rules Concerning State Plan for Educating Limited Proficient Students. As an advocate for the LEP student, the LPAC becomes the voice that initiates, articulates, deliberates, and determines the best instructional program for the student. It functions as a link between the home and the school in making appropriate decisions regarding placement, instructional practices, assessment, and special programs that impact the student.

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

Preliminary SAT / National Merit Scholarship Qualifying Exam (PSAT)s
The PSAT is a "pre-SAT" test given for practice in the 10th grade. In the 11th grade, the PSAT is used as a qualifying exam for the National Merit. The Board of Trustees of Denton ISD supports the importance of taking the PSAT by providing funds for all high school students to take this exam. All 10th and 11th graders will take the PSAT each year in October, free of charge.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

SSI ensures that all students receive the instruction and support they need to be successful in reading and mathematics.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011-2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and is required for students at these grade levels.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Denton ISD Guidelines for Student Discipline

Behavior Examples	Consequences
General Misconduct * Tardies * Truancy * Classroom misbehavior * Dress code violations	* Verbal Correction * Cooling off or "time-out" * Change student seating * Parent/Teacher conference * Detention/In-school Suspension
Code of Conduct Violations * Exhibiting disrespect for authority * Sexual harassment/contact * Verbal abuse of peers * Insubordination * Aggressive, disruptive action which interferes with school activities * Persistent general misconduct violations	* Detention * Parent/Teacher/Administrator conference * School imposed probation * Assigned duties other than classwork * In-school suspension * Suspension from school (up to 3 days for each offense) * Possible assignment to DAEP
Major Code of Conduct Violations * Fighting * Vandalism * Theft/Robbery * Extortion/Coercion/Blackmail * Directing profanity/vulgar gestures toward teachers or staff * Persistent Code of Conduct Violations * Off-campus felonies * Possession or use of tobacco products * Gang Activity	* Possible Police Intervention * Suspension from school (up to 3 days for each offense) * Possible assignment to Disciplinary Alternative Education Program (Davis School)
Serious Code of Conduct Violations * Assault * Terroristic threats and/or false reports * Possession, use, or being under the influence of any controlled substance or alcohol * Abusable glue or volatile chemicals * Public lewdness/indecent exposure * Retaliation against a school employee (on or off campus) * On-campus felonies	* MANDATORY assignment to Disciplinary Alternative Education Program (Davis School) for minimum of 30 school days * Police Intervention (Zero Tolerance) * Referral to Drug and Violence Prevention Coordinator
Expellable Offenses * Persistent, major, or serious violations while in DAEP * Possession of weapons * Violent crimes (Title 5, Penal Code) * Assaulting a school employee * Terroristic threats and/or false reports * Drug violations * Criminal Mischief (felony)	* Assignment to Disciplinary Alternative Education Program for length of time determined at expulsion hearing (Students under 10 yrs. old) * Assignment to Juvenile Justice Alternative Education Program (JJAEP) for length of time determined at expulsion hearing

This chart is intended solely for quick reference in determining consequences for student behavior. Full details regarding student discipline are contained in the Denton ISD Student Code of Conduct and Chapter 37 of the Texas Education Code.

1307 N. Locust
Denton, TX 76201
(940) 369-0000

Denton Independent School District
2011-2012 School Calendar

www.dentonisd.org

JULY 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 4 - Independence Day

AUGUST 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 8-10 - District Staff Development for New Hires
Aug. 11,12,15,18,19 - Campus Staff Dev./Teacher Prep
Aug. 16-17 - District Staff Development
Aug. 19 - Freshman Start Date
Aug. 22 - First Day of School

SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30]	

Sept. 5 - Labor Day Holiday
Sept. 9 - Grandparents Day
Sept. 30 - End of 1st Six Weeks

OCTOBER 2011

S	M	T	W	T	F	S
						1
2	[3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 3 - Beginning of 2nd Six Weeks
Oct. 3-7 - Elementary **Early Release**
Oct. 10 - District Staff Development

NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4]	5
6	[7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 4 - End of 2nd Six Weeks
Nov. 7 - Beginning of 3rd Six Weeks
Nov. 21-25 - Thanksgiving Break

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16]	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 15-16 - High School/Middle School **Early Release**
Dec. 15 - FMHS Graduation, 11:30 am, FMHS Cafetorium
Dec. 16 - End of 3rd Six Weeks
Dec. 19 - Jan. 2 - Winter Break

JANUARY 2012

S	M	T	W	T	F	S
1	2	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2 - Campus Staff Development/Teacher Prep
Jan. 3 - Beginning of 4th Six Weeks
Jan. 16 - Martin Luther King Holiday

FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17]	18
19	[20	21	22	23	24	25
26	27	28	29			

Feb. 17 - End of 4th Six Weeks
Feb. 20 - Beginning of 5th Six Weeks

MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 19-23 - Spring Break

APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5		7
8	9	10	11	12	13]	14
15	[16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 6 - Bad Weather Day (if needed)
April 13 - End of 5th Six Weeks
April 16 - Beginning of 6th Six Weeks

MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		26
27	28	29	30	31]		

May 25 - Bad Weather Day (if needed)
May 28 - Memorial Day Holiday
May 29-30 - High School / Middle School **Early Release**
May 30 - FMHS Graduation, 11:30 am, FMHS Cafetorium
May 31 - End of 6th Six Weeks
May 31 - All Schools **Early Release**

JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 1 - Campus Staff Development/Teacher Prep
June 1 - Graduation Schedule
11:00 AM - Ryan HS - UNT Coliseum
2:30 PM - Denton HS - UNT Coliseum
6:00 PM - Guyer HS - UNT Coliseum

- District Staff Development for New Hires
- Campus Staff Development / Teacher Prep
- District Staff Development
- Freshmen Start Date
- First Day of School
- [ ] Begin / End Six Weeks
- School Holiday
- Grandparents Day
- Elementary Early Release Day
- HS / MS Early Release Day
- All Schools Early Release Day
- Bad Weather Makeup Day

TAKS TESTING
For TAKS test dates, go to:
www.dentonisd.org/testdates
All testing dates subject to change.

Revised February 15, 2011